**Call for Proposals: Scope of Work**

**CONDUCTING PARTICIPATORY LAND SETTLEMENT**

Within the ambit of the project entitled:

**“Achieving Planning and Land Rights in Area C, West Bank, Palestine”**

**Lot 4: Ar Ramadin – Hebron Governorate**

**Lot 5: As Samu’ (including Al Simiya) – Hebron Governorate**

Managed by: United Nations Human Settlements Programme (UN-Habitat) in Palestine

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In partnership with: The Land and Water Settlement Commission (LWSC)

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Funded by: The European Union

**A picture containing flower, bird

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**October 2020**

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**Abbreviations and Acronyms**

AoC Agreement of Cooperation

Dunum Equivalent to 1,000 square meters

GEC Gender Evaluation Criteria

Km² Square Kilometre

LGUs Local Government Units

LWSC Land and Water Settlement Commission (the Commission).

MoLG Ministry of Local Government

STDM Social Tenure Domain Model

UN-Habitat United Nations Human Settlements Programme

**1. General background**

Area C represents more than 60 per cent of the land in the West Bank and is considered a cornerstone in the establishment of the Palestinian statehood, since it contains valuable natural and historical resources. Nearly 300,000 Palestinians in Area C continue to face issues related to territorial and administrative fragmentation and financial constraints due to the rather weak rate of revenue collection, a rather centralised governance system in place that is a result of years of occupation, and a stunted economy that is dependent on the Israeli economy. These conditions are intensified by the maintained matrix of control on the West Bank and occupied East Jerusalem, including the Separation Barrier, Israeli settlements, bypass roads, military and firing zones, etc.

Currently there are 18,711 Demolition Orders against Palestinian owned structures across the West Bank, of which 92.3 per cent are targeting Area C [[1]](#footnote-2), and demolition of homes and infrastructure continues. Many Palestinians living in Areas A and B are affected as well, where they have property or a livelihood in Area C. Without planning permission from the Israeli Civil Administration (ICA), construction of any sort in Area C is viewed as illegal by the Israeli authorities and slated for possible demolition.

Unregistered private land in Area C is an obstacle to the development process; since the spatial plans prepared distinguish between the public and private land and incorporate these aspects in the participatory approach, but within the private land in Area C, the plans do not consider specific ownership and registration issues. This is an impediment to land development given that much of the public facilities and infrastructure will inevitably utilise private land, such as sewerage, storm water, and secondary roads and in many localities the lack of availability of public land may require collaboration between owners for larger scale investments.

This project will address two pressing issues which are the lack of registered land in Area C and the complex registration process itself. The first is due to the Israeli Military Order No. 291 of 1968 that suspended land registration in the West Bank, leaving at most 30 per cent of land formally registered. The second, and specifically for Area C, a complex and lengthy process called ‘first registration’ is required by the ICA that is too costly and time consuming for the majority of Palestinians in Area C.

The Land and Water Settlement Commission (LWSC) was established in 2016, according to Resolution No. (7) of 2016[[2]](#footnote-3). Since its inception, the Commission has established 109 offices in the West Bank, signed 218 settlement agreements with local authorities, issued 182 settlement orders, and published 143 settlement announcements for Palestinian cities and villages. The LWSC aims to complete the surveying of approximately 3,740 km² (3,740,078 dunums) by the end of the year 2023. So far, it has completed the settlement of more than 27 per cent of the targeted area.

The largest accomplishment is in Jenin Governorate compared to the rest of the governorates of the West Bank in terms of percentage of settlement area completed from the area intended, where 74 per cent of the area is completed, and the lowest is in Jerusalem governorate, where only 2.75 per cent of its area is completed.

The targeted communities under the project “Achieving Planning and Land Rights in Area C, West Bank, Palestine” that avails financial assistance from the European Union (EU) are 11 communities see figure 1, eight of which are in Hebron governorate: Om Adaraj, An Najada, At Tuwani, Al Samu’ (including As Simiya), Ar Ramadin, Imneizil, Khallet Al Maiyya, and Al Karmil (including Khallet Saleh and Ma’in). In addition, three communities are in the Bethlehem governorate: Al Walaja, Wadi Fukin, and Beit Sahur. The scope of work focuses on initiating participatory survey and registration of about 100 thousand dunums, of which over 70 thousand are located in Area C, of which over 20 thousand dunums are lands of high or medium agricultural value. The aim is to serve over 60,000 Palestinians, 49.2 per cent of which are females.

The land settlement work in the 11 targeted communities are divided into six lots: four in Hebron and two in Bethlehem. The four lots in Hebron are:

Lot 1. **East Hebron cluster**, and includes all or part of three communities: Om Adaraj, At Tuwani, and An Najada

Lot 2. **East Yatta cluster**, which includes all or part of three communities: Imneizil, Al Karmil (includes Khallet Saleh and Ma’in), and Khallet Al Maiyya

Lot 4. **Ar Ramadin**, which includes part of Ar Ramadin with a total area of 18,900.40 dunums, 83 per cent of which are within Area C, and serve a population of 4,449 including 2,136 females[[3]](#footnote-4).

Lot 5. **As Samu’** **(including As Simiya),** which includes part of As Samu with a total area of 21,503.80 dunums, 79 per cent of which are within Area C, and serve a population of 27,888 including 13,386 females3.

The two lots in Bethlehem are:

Lot 3. **Northwest Bethlehem cluster**, which includes all or part of two communities: Al Walaja and Wadi Fukin

Lot 6. **Beit Sahur,** which includes part of Beit Sahur located within Area C

**This Request for Proposals includes Lot 4: Ar Ramadin and Lot 5: As Samu’** **(including As Simiya),** more information on the communities can be found in Annex (7)

Important to note that the total targeted area might increase/decrease by 20 per cent.

**2. Overview**

West Bank

The total mass area of the West Bank is 5,661Km2, and it inhabits about 2.9 million people (49 per cent females), 71 per cent of them live in urban areas, 24 per cent in rural areas, and 5 per cent in refugee camps, compared to rates in the occupied Palestinian territory (West Bank and Gaza Strip) of 77 per cent, 15 per cent and 8 per cent who reside in urban, rural, and refugee camps, respectively. The total built-up area constitutes 5 per cent of the West Bank.

The West Bank is divided into three (3) different geo-political areas according to the Interim Oslo Accords of 1995. Area C is under full Israeli control and covers 3,456,440 dunums of land, about 60 per cent of the West Bank. Area B is under the administrative control of the Palestinian Authority (PA) and the security control of the Israeli authorities, and it covers 1,035,375 dunums of land, or 18 per cent of the West Bank, and is under the full administrative and security control of the PA, and covers 1,004,805 dunums of land, or 17 per cent of the West Bank. There are approximately 200 illegal Israeli settlements in the West Bank and 220 outposts. The total area occupied by the Israeli settlements is 188,266 dunums, or about 3 per cent of the West Bank area. The length of the Separation Wall/Barrier in the West Bank is 767 km, isolating about 733,696 dunums of land or 13 per cent of the West Bank, where more than 78 Palestinian communities are affected by the Wall.

According to LWSC by end of the year 2019 what was left in terms of land settlement work is 1 million dunums of land in area A and B in addition to 1.5 million dunums in Area C. Noting that under the Jordanian rule of the West Bank the Jordanian government finished the settlement work of 1,914.2 km², equivalent to 33.8 per cent of the area of the West Bank. Jordanian land settlement work for parts of the land has commenced in most of the West Bank governorates except Hebron, Bethlehem and Salfit.

Hebron Governorate

Hebron governorate is located south of the West Bank, it is the largest governorate in terms of area and population; with an area of 996,647 dunums , about 17.5 per cent of the total area of the West Bank, and a population of 707,017 inhabitants (49 per cent females) which accommodate about 25 per cent of the West Bank population, of whom 85 per cent live in urban areas and 13 per cent in rural areas and approximately 2 per cent in the refugee camps of Al Aroub and Al Fawwar. The built-up area covers 229,797 dunums of the governorate’s area, where 32 Palestinian communities live fully in Area C in an area of 126.9 km².

In terms of geopolitical classification, Area C, covers 470,607 dunums (50 per cent) of the territory of the governorate, Area B is covering 238,228 dunums (25 per cent), while Area A, covers 205,486 dunums and represents 25 per cent of the territory. The Hebron city is divided into H1 and H2 under the 1997 Hebron Protocol. H1 covers approximately 80 per cent of the city and is under Palestinian civil and security control. H2 is under Israeli military control and Palestinian civil control. The Separation Wall/Barrier extends over 89 km and isolates 109 dunums of the governorate's land. There are 38 Israeli settlements and outposts, occupying 8,355 dunums, with some 18,000 settlers.

Hebron Governorate is considered one of the largest agricultural governorates in the West Bank, since 37.3 per cent of the Governorate’s lands are classified as a natural reserve. Furthermore approximately 17 per cent of its land is cultivated, of which 7 per cent of the total governorate area are planted with gardening trees. As for livestock, the population of Hebron Governorate owns approximately 28 per cent of livestock in the West Bank, and the percentage of pastoral lands is 17 per cent of the governorate's lands.

In Hebron Governorate which has an area of 996.6 km², no previous land settlement (Jordanian or other) has been initiated. Since the commencement of the land settlement work in 2016 until now by the LWSC, more than 89.6 km², equivalent to 9.0 per cent of the area aimed to be settled, mainly in area A and B, but not in Area C, which constitute 48 per cent of the area of Hebron governorate.

Social Tenure Domain model

The targeted communities in this project are communities where local outline plans were prepared in Area C, noting that along with the local outline plans prepared, a list of projects was prioritised within the action plans for these communities. In effect, implementation of the action plans prepared through the spatial planning process, and land development in general would be greatly enhanced with a more thorough integration of a community driven process to determine ownership and use rights. Furthermore, such an approach would assist in putting communities on the pathway for land registration, and sync and harmonise on-going land titling processes in Areas A and B. Such a model exists and has been developed and implemented by UN- Habitat globally – it is called the Social Tenure Domain Model (STDM). STDM is a pro-poor, gender responsive, participatory, and affordable land information system that is based on both a process and a software, which is free and open source, where all data collected and stored are owned by the users. STDM methodology is based on recording and analysing the social tenure relationship of people and land as well as the social services/amenities that the inhabitants of a certain location can access. The STDM methodology supports the concept of the continuum of land rights – recognition of legitimate forms of tenure ranging from formal to informal land rights. This approach has been supported by the PA and development partners in the ‘Road Map for Reforming Palestinian Land Sector’ of 2017. Within this context, UN-Habitat reached an understanding with the LWSC to accelerate systematic land registration, including the processes of land titling at the local level, including in Area C.

****

Figure 1: Map of targeted communities in Hebron and Bethlehem

**3. Scope of the agreement**

UN-Habitat is seeking to identify and enter into Agreement of Cooperation (AoC) with one or more **non-profit, nongovernmental organisations, and academic institutions with relevant experience**, technical abilities and resources to complete land settlement and mapping of rights in selected target areas in the Hebron governorate. The selection process and requirements are outline in Annex 1. The main area of the AoC is to undertake land surveying as part of the land settlement process. The process should include a participatory and comprehensive survey methodology, and safeguarding land rights which include the right to own and use land and real estate. The work includes surveying ownership of land in areas A, B, and C and includes surveying the use of land, especially those related to grazing rights of livestock keepers. All land settlement work should be conducted according to Law No. 40 of 1952 accredited by the LWSC in Palestine and under the supervision of the LWSC and its representatives in the field.

**4. Objectives**

The overall objective of the project is to undertake a participatory land survey in the targeted communities in Lot 4 Ar Ramadin and Lot 5 As Samu’ (including As Simiya). The detailed objectives include the following:

* Community-driven land settlement:
* Undertaking community mapping of land rights using STDM to diagnose the gap in the traditional land management systems at the governorate level (See Annex 4) to prevent unintentional further marginalisation of vulnerable groups such as women and Bedouin
* Identifying opportunities and solutions to bridge this gap by setting a standard for representing the “beneficiary-land” relationships independent from traditional and formal laws
* Enhancing capacity for performing land-based functions in Area C to build resilience through participation in land-based processes
* Strengthening resilience through land registration:
* Raising awareness and motivation of the community to participate effectively in the settlement process and land registration
* Focusing on the perspective of Palestinian women regarding land acquisition and land use rights
* Surveying and registering land ownership and use according to the conditions and criteria of LWSC
* Advocacy for change:
* Support efforts to raising societal awareness regarding women's rights to own land and asserting their rights through participation in the settlement and registration process
* Coordinated advocacy for change in the restricted system of land-planning in Area C, based on comprehensive information and monitoring systems
* Implementation and follow-up plans:
* Developing an integrated implementation plan within a specific time frame, and parallel financial estimates
* Establishing a methodology for monitoring implementation mechanisms, measuring success, and tools for measuring this success, which includes risk factors

**5. Responsibilities of UN-Habitat**

* Coordination at the beginning of the project with the main partners, especially LWSC, Governor offices, and the relevant Local Government Units (LGUs) through LWSC to launch the land settlement process
* UN-Habitat will provide the information that is related to the preparation of land settlement for the targeted communities in Hebron that are available to both governmental and non-governmental parties
* The provision of modern aerial photographs through LWSC to be used in data analysis, survey and land registration of Israeli settlements and inaccessible areas
* The payment of financial obligations as specified in the signed AoC, between UN-Habitat and the selected organisations as implementing partners
* Commitment to participate in meetings and workshops and help in mobilising stakeholders in the project in various activities
* Commitment to the timetable and technical staff, which will be appointed to contribute to the completion of the project

**6. Responsibilities of the implementing partner**

The work of the implementing partner rallies around the provision of technical support to the participatory land settlement, survey and land registration process in the targeted communities in Hebron governorate, to enable the governorates and LGUs as well as the local community to preserve the rights and to contribute to achieving a comprehensive and organised land management which guarantees the rights of women and marginalised groups, thus fostering resilience and sustainable development and reducing the level of poverty rates in the targeted communities. Consequently, this project will contribute to the registration of land rights (including the rights to use the land), including women’s right to own and use land, and in accordance with the special laws and procedures.

Chiefly, the implementing partner will perform the following main tasks:

* Lead the land settlement process on the ground and land registration in a participatory way and provide technical support to the land survey process for the targeted communities in each lot as per indicated in the Agreement of Cooperation (section 3)
* Based on the work methodology, the implementing partner will work together with all parties and the relevant authorities, mainly: LWSC and their representatives in the governorates and all partners from the local community and civil society organisations
* Contribute to capacity building and technical support to the target local communities
* Participate in organising and managing meetings and workshops, the most important of which is the first community meeting to launch the settlement work, and the first workshop (presentation of the STDM model that will be developed by UN-Habitat, and the second workshop (presenting the results of STDM work with the community and providing the necessary technical solutions)
* Contribute to the achievement of a mobilisation and advocacy plan in partnership with LWSC with the aim of raising awareness on the land settlement process through brochures and seminars in radio and television, social media platforms, community centres, as well as religious places. Furthermore, help assemble and work with “a community reference group” mainly from elderly (men and women) to usher the work and provide advice to the technical crews, including information on ‘informal rights’ to land and resources
* Prepare reports: an initial report outlining the detailed work plan, and a diagnostic report of the existing situation of land parcellation and ownership in direct cooperation with LWSC. Furthermore, prepare a final report documenting the full process of the participatory land settlement in its final format as per the proposed methodology, including Tables of Rights as recognised by the relevant Palestinian laws and regulations
* Presenting processes and results: these include preparing and presenting the necessary presentations during workshops and meetings with the organisational committees from LWSC and with the communities, in addition to presenting the project and its outputs to local authorities, during a public closing event upon completion of the work

**7. Methodology**

Mapping of land rights is a participatory process that depends on the engagement of local citizens, civil society organisations, local government units, governmental institutions, and interested stakeholders. All procedural work and activities including forms should follow the regulatory framework of the LWSC and in close consultation with UN-Habitat and LWSC. The methodology could be summarised as per the following main and secondary activities:

First: Preparation for the land settlement process

* Mobilising efforts
* Assembling the core team and field survey teams
* Design of land settlement process

Second: Identify partners and main stakeholders

* Identify community-based focal points and contacts information
* Assemble a reference group majorly from elderly (men and women) to usher the work and provide advice to the technical crews, including information on ‘informal rights’ to land and resources
* Agreement on land settlement plan and confirm responsibilities
* Launch the project and support the first public meeting to introduce the intervention with active participation of main stakeholders

Third: Collect information and data

* Collect primary information and data, including reconfirm source of information, check data collection sheets, reconfirm the base maps that incorporate the natural basins – boundaries, indexing, and naming. Collect historical maps, tax records, public land, etc. all in cooperation with LWSC
* Diagnosis and analysis, including:
  + Diagnosis and analysis of present situation (or the part related to the intervention) and relation with surroundings
  + Contribute in the gender evaluation criteria process that will be conducted by UN-Habitat in cooperation with LWSC (Annex 5)[[4]](#footnote-5)
  + Prepare draft diagnostic report.

Fourth: Undertake land Settlement

**Based on the regulatory framework and guidelines of LWSC (Annex 6)**

* Check the prosed boundary by LWSC that will be further divided into basins in each community
* Survey of land, parcels, land uses and pastoral rights
* Support the Officer in Charge from LWSC in the management of petitions and objections
* Finalise land settlement and land registration processes
* Prepare the final report for the land settlement for each targeted community

Fifth: Closing workshop

* Submit the final reports including Tables of Rights
* Contribute to the closing workshop

**8. Timeline**

A. Commit to the timeline: The implementing partner will commit to submit a detailed work plan aligned with a detailed timeline outlining all activities, deliverables, workshops, community consultations, within two weeks from signing the AoC, and after consultation with UN-Habitat

B. Both parties commit to the below proposed timeline that should not exceed 18 months with the ability to upscale and provide parallel teams to expedite work if circumstances call for it:

|  |  |  |
| --- | --- | --- |
| **Proposed Timeline** | | |
| **Phase** | **Main Activities** | **Duration (Months)** |
| First | Preparation for the land settlement process | 0.5 |
| Second | Identify partners and main stakeholders | 1.5 |
| Third | Collect information and data | 3 |
| Fourth & Fifth | Undertake land settlement & Closing workshop | 13 |
|  | | 18 months |

**9. Deliverables (Land Settlement and Reports)**

The implementing partner should submit all documents related to the land settlement, and the deliverables (settlement and reports) that are conditional to payments (Annex 2), as per the below table:

|  |  |  |
| --- | --- | --- |
| **Table of Deliverables** | | |
| **No.** | **Report** | **Due date (from Contract signature)** |
| 1 | Initial report – workplan and field logistics (Timeline and preparations needed as specified by the methodology) | 0.5 month |
| 2 | Diagnostic report (collect existing information on lands and properties) | 2.5 months |
| 3 | Produce survey maps and AutoCAD files | 8.5 months |
| 4 | Tables of Objections | After 10 months |
| 5 | Tables of Rights | After 12 months |
| 6 | Designated period for objections on survey maps and tables | For 1 month – ends after 11 months from signing the contract |
| 7 | Monthly progress reports as well as milestone reports:  This includes work progress according to the methodology, constraints and proposals with Annexes:   * Annex for each milestone’s deliverables (1 electronic version to be delivered for milestone auditing) * Annex for workshops and community meetings reports | Contribute to the Gender Evaluation Criteria analysis  Within 2 weeks of holding the workshop or community meeting, based on milestones / monthly basis |
|  | | 18 months |

All deliverables and documents, including maps, should be delivered in 2 electronic copies (PDF), 2 hard copies in Arabic language, as well as two electronic files with open source; Excel, Word, etc. (shape files for GIS maps) for maps or tables etc.

**10. Required qualifications of the implementing partner**

1. The implementing partner must be a registered non-profit organisation, or academic institution with relevant experience in land surveying and settlement, community mobilisation, gender equality and women’s land rights. The implementing partners are encouraged to enter into partnerships with organization from the private sector that have the relevant experience.
2. The implementing partner must provide a multidisciplinary team to address and accomplish the required tasks. The team must have members holding university degrees and practical experience and skills in land settlement, community development, land survey, in addition to excellent communications skills, familiarity and knowledge in surveying work at the local and regional levels as well as familiarity with and experience in community mobilising and motivating the community on participatory community activities, and including gender mainstreaming
3. The implementing partner is required to form the required staff as per the following table, additionally to attach CVs for the proposed staff, together with their signed commitment to participate in the project

|  |  |  |
| --- | --- | --- |
| **The required staff for implementation** | | |
| **No.** | **Degree and academic specialisation** | **Number of years of actual experience in the field** |
| 1 | Team leader - Land Settlement Expert | More than 5 years |
| 2 | Senior expert - Surveyors and GIS experts | More than 3 years |
| 3 | Junior expert - Field researchers | More than 3 years |
| 4 | Other:  Whichever specialisations are needed according to the nature of the community | Undefined |

1. The implementing partner must provide a schedule of the proposed technical staff, tasks and activities for each member of the staff, taking into consideration that their experience and specialisation are commensurate with the proposed tasks for such. According to Annex (3) / activities and tasks form for the implementing partner
2. The implementing partner is not entitled to replace any of the members of the proposed advisory staff except after submitting an official request and receiving a written approval of that by UN-Habitat, as long as the member is replaced by someone with the same efficiency and experience or more. Taking into account that the implementing partner is required to submit a written letter from the person who is being replaced stating his/her agreement to it and explaining the reasons

**11. Annexes**

Annex (1): Technical and Financial Appraisal

Annex (2): Payment Schedule

Annex (3): Form of activities and tasks for the implementing partner

Annex (4): Social Tenure Domain Model

Annex (5): Gender Evaluation Criteria Tool

Annex (6): General specifications and terms of LWSC

Annex (7): Community profiles

Annex (8): Financial Offer Form

## Annex (1): Technical and Financial Appraisal

**Organisations must deliver technical and financial submissions separately in electronic format** addressed for the attention of UN-Habitat (in two separate documents clearly titled) at: **unhabitat-palestine@un.org** by the deadline of **13 November 2020**. **Organisations can only apply for one lot**. The financial offer needs to be in a separate document, where the **price is defined per dunum for each lot**; and keeping in mind that the areas targeted might increase or decrease by 20 per cent.

Organisations are required to submit the following for the technical submission

* Certified true copy of original certificate of registration
* Certified true copy of proof of non-profit
* Copy of the Constitution or by-laws
* Governance and organisational structure; experience and qualifications of key professional staff and infrastructure facilities of the organisation. Noting that the evaluation will allocate higher scoring for women led organisations
* The Project Document and Implementation Schedule to include detailed analysis of the project to be implemented, the methodology, and approach. Noting that the evaluation will allocate higher scoring for women assigned to the project

Organisations are required to submit the following for financial submission

* Certified true copy of original Audited Account Statement for the last two years
* Certified true copy from a bank on the details of account of the organisation, including name, address, account number, wire instructions, etc
* A signed letter stating agreement to the terms of the [UN General Conditions form](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general_condition_services.pdf), the [Agreement of Cooperation](https://www.ungm.org/UNUser/Documents/DownloadPublicDocument?docId=787510), and confirming the validity of the financial offer for 90 days
* The financial offer in the currency of United States Dollars (USD) per lot, including unit price (dunum) using the form in Annex 8

The Technical and Financial Appraisal consists of four phases:

Phase 1: Evaluation of the mandatory criteria of the three sections with Pass/Fail scores. Only organisations who score “Pass” to all mandatory criteria will move on to the next phase and be evaluated against the point-scale criteria

Phase 2: Evaluation of the three sections against the point-scale criteria. Only organisations who pass each of the three sections and score 500/1000 points or more will move on to the next phase of the Financial Evaluation

Phase 3: Evaluation of the mandatory criteria of the financial evaluation criteria with Pass/Fail scores. Only organisations who score “Pass” to all mandatory criteria will move to the next phase and be evaluation on their financial offer

Phase 4: Evaluation of the financial offer in comparison to lowest qualifying offer received

The technical evaluation covers three sections, namely:

Section 1: Organisation’s qualification, capacity and experience

Section 2: Proposed Methodology, Approach and Implementation Plan

Section 3: Management Structure and Key Personnel

Upon completion of the technical evaluation, and passing of the mandatory commercial evaluation criteria, the financial assessment will be carried out as follows:

* The technical evaluation will weigh 65 per cent, while 35 per cent will be allocated for the financial offer
* Financial offers from organisations with a total technical score of 500 /1000 points or more, and passing all sections, will only be considered. organisations with a total technical score of less than 500 points, or failing any of the sections, will be excluded, and the financial offers will not be opened
* The Financial Evaluation: Financial score = Maximum number of points for the financial proposal / Price of proposal being evaluated x Lowest price
* Important to note that the total targeted area might increase/decrease by 20 per cent
* The technical and financial evaluation points will be combined for each offer that has not been excluded. The Agreement of Cooperation will be then offered to the organisations with the highest number of financial and technical evaluation points for each lot separately, and as agreed by UN-Habitat

## Annex (2): Payment Schedule

The payments for the preparation of the tables of rights and land settlement work shall be paid to the implementing partner, which will prepare it for targeted communities according to the following:

First instalment: 20 per cent of the value of the contract after surveying 25 per cent of the total land/properties targeted, and approval of UN-Habitat

Second instalment: 25 per cent of the contract value after surveying accumulative 50 per cent of the total land/properties targeted, and approval of UN-Habitat

Third instalment: 20 per cent of the contract value after surveying accumulative 75 per cent of the total land/properties targeted, and approval of UN-Habitat

Fourth and final instalment: 35 per cent of the contract value after surveying accumulative 100 per cent of the total land/properties targeted, and approval of UN-Habitat

The implementing partner team should provide all deliverables as outlined in section 9 and as will be agreed in the work plan included in the initial report

## Annex (3): Form of activities and tasks for the implementing partner

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name | Experience/ Area of Specialisation | Years of Experience | Activities and Responsibilities | Working Days | | |
| Office | Field | Total |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

## Annex (4): Social Tenure Domain Model

<https://stdm.gltn.net/>

## Annex (5): Gender Evaluation Criteria tool

<http://www.wocan.org/sites/default/files/GEC%20matrix.pdf>

## Annex (6): General, specified and conditional terms by LWSC

According to LWSC law 40 - and amendments - for the year 1952 (in Arabic) – please refer to the Arabic version of the ToR.

## Annex (7): Community profiles

Attached in Arabic and English

Lot 4 Ar Ramadin

Lot 5 As Samu’ (As Simiya)

**Annex (8): Financial Offer Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit** | **Quantity** | **Unit price**  **USD** | **Total Price**  **USD** |
| Fees to provide participatory surveying and engineering services with the local community for plots of land in: |  |  |  |  |
| **Lot 4: Ar Ramadin – Hebron Governorate** | Dunum | 18,900.40 |  |  |
| **Lot 5: As Samu’ (including As Simiya) – Hebron Governorate** | Dunum | 21,503.80 |  |  |
| With the aim of preparing survey plans for organising, settling and following up the registration of plots in all the official departments required (Tapu) in addition to organising roads and new roads for unserved plots in accordance to the owner's instructions, in order to prepare surveying plans for the project for the purpose of registration in the (Tapu), so that the plans are linked to the coordinated network approved by LWSC. The scope of work within the surveying plans includes surveying works for plots of land, streets, all existing buildings, fences, walls, and land boundaries laying within the street boundaries and for a distance not less than 20 meters, and to show all the service features on the ground, and provide survey plans for the project and any other work required.  The scope of work also includes downloading approved master plans and to make any adjustments on the road network according to the instructions of LWSC, LGU counsels and planning committees, in addition to the provision of all equipment and labour as per required for the implementation and the completion and demarcation of all plans, prices should include all needed iron angles, paint and all that is necessary to complete the project to the fullest, all according to the terms of reference and the general and specific conditions and in accordance with the instructions LWSC, LGUs in cooperation with the Ministry of Local Government organising committees on different levels.  The price also includes contribution in preparing reports for STDM, gender evaluation, contributing and organising workshops and public gatherings. | | | | |
| Total offer |  | | | |
| Total number ( ) in US dollars  The sum in writing.............................................................................................. US dollars | | | | | |
| Name of applicant / organisation: ............................................... .....................  Person authorised to sign: ............................................... ...................  Job title: ................................... | | | | | |

**End of SOW**

1. OCHA OPT (2020) Raw data on demolition orders and incidents (unpublished) [↑](#footnote-ref-2)
2. Retrieved from https://lwsc.ps on 18 February 2020 [↑](#footnote-ref-3)
3. PCBS 2020 population projections [↑](#footnote-ref-4)
4. Gender Evaluation Criteria (GEC) is a matrix to assess the extent to which laws and policies respond to the needs of both women and men and to promote gender-responsive land management. http://www.wocan.org/sites/default/files/GEC%20matrix.pdf [↑](#footnote-ref-5)