

Call for Proposals: Scope of Work

CONSOLIDATION OF LOCAL OUTLINE PLANS FOR PALESTINIAN COMMUNITIES IN AREA C

Within the ambit of the project entitled:
“Achieving Planning and Land Rights in Area C, West Bank, Palestine”

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



In partnership with: The Ministry of Local Government (MoLG)



State of Palestine
Ministry of Local Government

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Abbreviations and Acronyms

AoC	Agreement of Cooperation
Dunum	Equivalent to 1,000 square meters
HRIAM	Human Rights Impact Assessment Mechanism
LGUs	Local Government Units
MoLG	Ministry of Local Government
UN-Habitat	United Nations Human Settlements Programme

1. General Background

Making up over 60 per cent of the overall territory of the West Bank, and under Israeli military control, the classified 'Area C', according to Oslo II Accords, is fundamental to the contiguity of the West Bank and the viability of Palestine and its economy, culture and environment. Since the signing of the Oslo II Accords in 1995, the Palestinians have been unable to exploit the resources available in Area C due to the restrictive planning policies imposed by the Israeli authorities, especially the Israeli Civil Administration (ICA), which is considered under the International Law as the Occupying Power. Demolitions, confiscations, displacement, restrictions on movement, prevention of access to lands and security incidents are a daily reality for many. Currently there are 18,711 Demolition Orders against Palestinian owned structures across the West Bank, of which 92.3 per cent are targeting Area C¹. Besides, Palestinians have so far been permitted to build only within the boundaries of Israeli-approved plans, which is less than one per cent of the land in Area C. In contrast, the boundaries of approved plans for Israeli settlements cover about 20 per cent of the land area of Area C, with more than 340,000 settlers living in International Law-contrary settlements. In addition, the construction of the Separation Barrier isolated 8.5 per cent of the land of the West Bank. Depriving Palestinians of approving spatial plans that they took the initiative to prepare constitutes a denial of their right to development and negatively affects their right to tenure security.

Since Israeli Occupation in 1967 until now, vast areas of the West Bank have been confiscated by Israeli authorities and allocated for Israeli settlement construction and expansion. Nowadays, one third of the West Bank area has become Israeli 'governmental property', and thousands of dunums are designated as military zones or seized for military purposes. These lands are not accessible for Palestinians or allowed to be considered in Palestinian outline plans. After the 1967 war, Israel as the Occupying Power initially maintained in force the 1966 Jordanian Planning Law Number 79; Israel subsequently amended the Law with numerous Military Orders (MO) and regulations. Of specific note, in 1971 Israel issued MO 418, depriving Palestinians of the planning mechanisms in place under the Jordanian Planning Law. MO 418 concentrated all planning powers within an Israeli, military-led Supreme Planning Committee. Reports by civil society organisations and international institutions have often pointed to the ineffectiveness or failure of the current planning system based on outdated regional plans from the British mandate period, that severely restricts, or delays planning by Palestinian communities and withholds building permits. Out of 107 outline plans that cover 118 Palestinian communities in Area C submitted to the ICA, only five were fully authorised. This means that villages are vulnerable to eviction and demolition of houses and structures. This Israeli position contradicts the International Humanitarian Law and the opinions of international neutral experts and technicians².

The continued denial of the Palestinians' right to the ownership of spatial planning, in addition to the biased planning system that is contrary to the principles of international human rights laws adopted by the ICA, has led to the need to redraw the Palestinian orientation and the direction of the United Nations and the international community towards spatial planning in the West Bank, by supporting the local authorities and Palestinian communities located in Area C exercise their right to prepare outline plans that meet their humanitarian and developmental needs. Since 2011, Palestinian communities began drafting their own detailed Local Outline Plans, eventually submitting them to the ICA for their endorsement. The planning process and negotiation with the ICA are coordinated by the Ministry of Local Government (MoLG) and are based on the consent of the local communities. This marks a significant policy change of the MoLG in terms of the engagement with the ICA mainly to respond to the planning inequalities resulting from the restrictive planning practices noted above. Therefore, this strategy gradually adopted a de-facto

¹ OCHA OPT (2020) Raw data on demolition orders and incidents (unpublished)

² In April 2015, a team of international planning experts visited Palestine and examined the situation in Area C. They held a series of meetings with various parties and examined the outline plans submitted to the Israeli authorities. In addition, recommended that: "The outline plans prepared by the Palestinian planning firms are meeting the technical planning standards, which require the Israeli Civil Administration to approve them urgently and deal with them as a basis for development in Area C"

methodology that does not consider the formal approval of the ICA mandatory for the outline plans before proceeding with the implementation phase. This approach was based on the importance of spatial planning as a tool for the protection of human rights, in particular the right to housing, protection of the inhabitants from the threat of demolition and forced eviction, as well as a facilitator for the sustainable development of Palestinians in the West Bank.

Recognising the need to cautiously deal with the ICA, the 'One UN' approach to Spatial Planning in "Area C" of the occupied West Bank 2015, in line with the general policy of the MoLG adopted in the study of the "Human Rights Impact Assessment Mechanism - Statutory Outline Plans Prepared by Palestinian Communities in the Israeli Occupied Area C of the West Bank and Submitted to the Israeli Civil Administration" which was completed in 2016, tend to accumulate the inherent advantages associated with the new methodology in spatial planning, taking into account the adoption of the principle of 'No-Harm'³. The United Nations therefore decided that "dealing" with local planning within the Israeli planning system could outweigh those negatives if it were linked to a more comprehensive spatial planning methodology, including regional and national planning that combined and guided local and district planning levels (city-regions), in a harmonious manner. Therefore, it is desirable for the international community not only to continue to support Local Outline Plans, but also to support the development of national and regional spatial plans, in order to obtain a comprehensive coverage of Area C.

By the end of August 2019, MoLG announced that it would allow all Local Government Units (LGUs) to expand their outline plans within their natural basins, in line with the Palestinian government's directions; not to consider the land geopolitical classifications of "A/B/C", by strengthening and extending Palestinian sovereignty over lands classified as Area C. In early 2020, the President of the United States of America, Donald Trump, announced a peace plan between Palestinians and Israelis under the name of "Peace to Prosperity: A Vision to Improve the Lives of the Palestinian and Israeli People" which includes as one of its provisions Israel's annexation of lands in Area C, including parts of the Jordan Valley, and annexation of Israeli settlements in the West Bank to Israel. The Palestinian government announced its rejection to the proposed plan and decided in May 2020 to suspend the work of the joint committees with the Israeli side, including the Joint Committee for Planning, which oversee discussion sessions for outline plans in Area C, and have not been held at the technical level since December 2019.

On 5 March 2020, the Palestinian government announced a series of preventive measures in order to confront the COVID-19 pandemic, starting with imposing quarantine on the affected areas, placing restrictions on movement between governorates and closing educational facilities and public spaces, leading to the declaration of a state of public emergency on 22 March 2020. Increasing the need for accelerating the preparation of outline plans and local development agendas that enhance the ability of local communities to face crises and similar risks.

Within this context, the European Union (EU), in partnership with UN-Habitat and the MoLG, supported a project aimed at achieving the right to plan and achieve land tenure in Area C, West Bank through interventions in terms of spatial planning, mapping of land rights and development of land use, including the consolidation of Local Outline Plans for Palestinian communities in Area C.

2. Description of the targeted communities

Eighteen Local Outline Plans will be consolidated and updated in Area C of the West Bank, which were prepared with the participation of local communities and under the direct supervision of the MoLG between 2011 and 2017. During those years, 12 plans were submitted for technical discussion with the Israeli authorities, while the remaining six have yet to be submitted. The Local Outline Plans targeted in this context are distributed over Hebron, Bethlehem, Jerusalem and Nablus governorates. The following table summarises the most relevant information in terms of LGUs represented, the targeted communities and

³ The study and the effects of its application in the [case study of Barta'a area](#), funded by the European Union

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the funding parties that contributed to preparing the plans. The map in Figure 1 shows the locations of the targeted communities in relation to Area C in the West Bank:

No.	Governorate	LGU	Name of Outline Plan	Progress Status	Plan Number	No. of Communities	Funded by
1	Hebron	Masafer Yatta Village Council	Al Majaz	Technical Discussion		1	France
2	Hebron	Masafer Yatta Village Council	Halaweh	Data collection and Plan Preparation		1	France
3	Hebron	Masafer Yatta Village Council	Isfey Al Tahta and Isfey Al Fuqa	Technical Discussion		2	France
4	Hebron	Masafer Yatta Village Council	Jinba and Beir Al Ghawanmeh (Khirbet Bir al 'Idd & Haribet an Nabi & A Seefer)	Data collection and Plan Preparation		5	France
5	Hebron	Masafer Yatta Village Council	Khirbet Al Fakheit	Technical Discussion		1	France
6	Hebron	Masafer Yatta Village Council	Khirbet At Tabban	Data collection and Plan Preparation		1	France
7	Hebron	Masafer Yatta Village Council	Maghayir Al-Abeed	Data collection and Plan Preparation		1	France
8	Hebron	Masafer Yatta Village Council	Mirkez	Technical Discussion		1	France
9	Hebron	Masafer Yatta Village Council	Tuba	Data collection and Plan Preparation		1	France
10	Hebron	Masafer Yatta Village Council	Um Fagarah (Addabe' & Shu'ab Al Buttam & Qawawis)	Data collection and Plan Preparation		4	France
11	Hebron	Khallet Al Maya Village Council	Khallet Al Maya (Ad Deirat & Ar Rifa'yah & Umm Lasafa & Al Buweib & Um Al Shakhan & Wad El Maa)	Technical Discussion	Ad Deirat: 1725/2, Ar Rifa'yah: 1725/1	6	Belgium
12	Hebron	Um Ad Daraj Village Council	Um Ad Daraj	Technical Discussion	1795/1/1	1	UK & EU
13	Bethlehem	Al Walajeh Village Council	Al Walaja	Technical Discussion	1628/1	1	MoF, UK & EU

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14	Jerusalem	An Nabi Samwil Village Council	An Nabi Samwil	Technical Discussion	51/107/4	1	MoF, UK & EU
15	Bethlehem	Battir Municipality	Battir	Technical Discussion	1610/1	1	UK
16	Bethlehem	Beit Sahour Municipality	Jabal Harasah	Technical Discussion		1	UK
17	Jerusalem	Qalandia Village Council	Qalandiya	Technical Discussion	1588/1	1	UK & EU
18	Nablus	Aqraba Municipality	Tell Al Khashaba	Technical Discussion		1	UK & EU

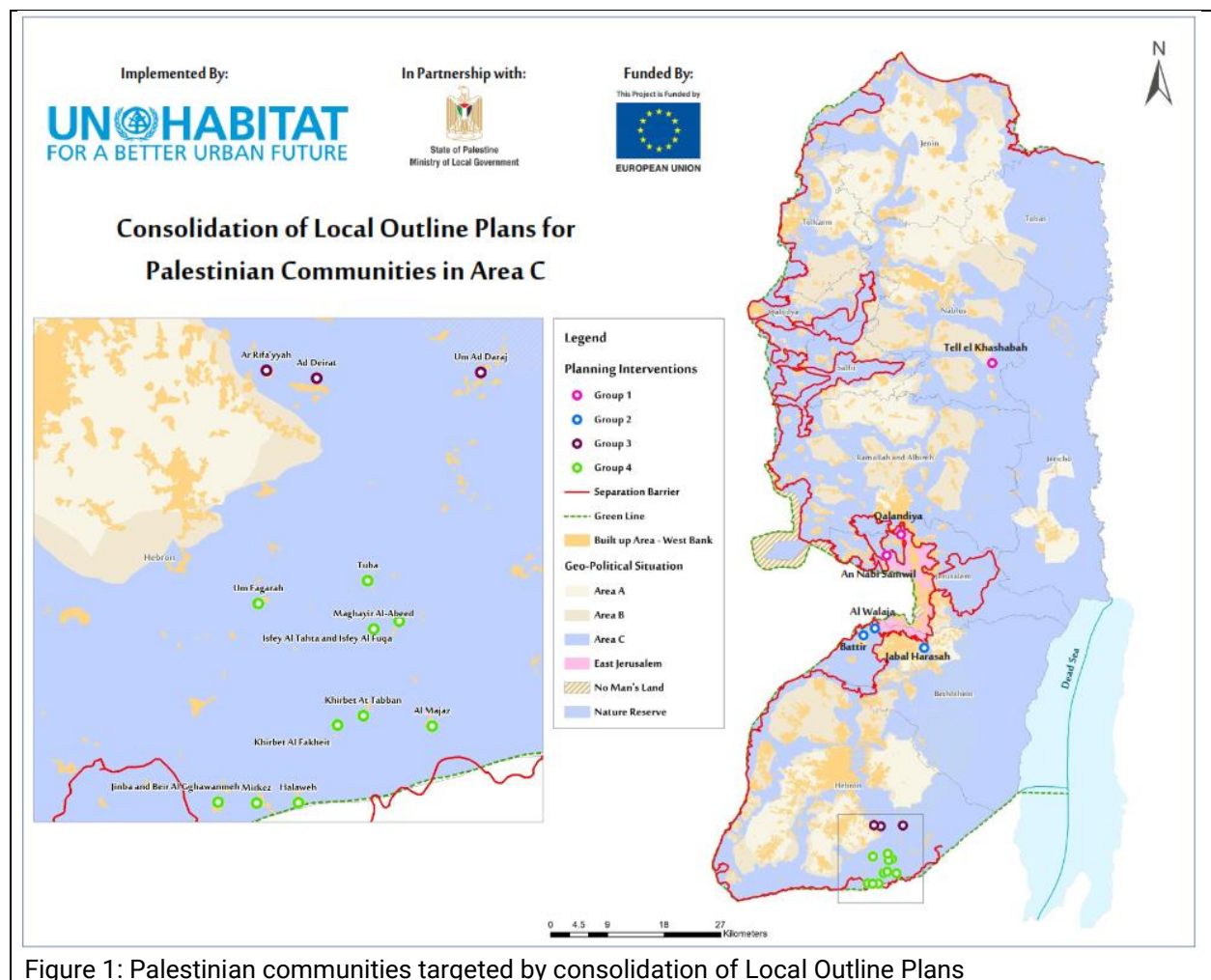


Figure 1: Palestinian communities targeted by consolidation of Local Outline Plans

As shown in the map above, the targeted communities are divided into four groups, taking into account the geographical dimension and follow up through the MoLG's directorates in the relevant governorates. The four groups are as follows:

1. First group: communities located in the Nablus and Jerusalem governorates - Tell Al Khashaba (Nablus), Qalandia and An Nabi Samwil (Jerusalem). Below is a planning brief on the

communities:

Tell Al Khashaba

In 2014, the local community of Tell Al Khashaba, east of the Nablus Governorate, took the initiative to prepare a Local Outline Plan for the community where 135⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee, but not given a plan number yet. This plan covers an area of 781 dunums and is set to freeze 45 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Qalandiya

In 2013, the local community of Qalandiya, north of the Jerusalem Governorate, took the initiative to prepare a Local Outline Plan for the community where 644⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee and was given a number (1588/1). This plan covers an area of 243.7 dunums and is set to freeze four demolition orders issued by Israeli authorities against Palestinian structures in Area C.

An Nabi Samwil

In 2011, the local community of An Nabi Samwil, North of the Jerusalem Governorate, took the initiative to prepare a Local Outline Plan for the community where 261⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee and was given a plan number (51/107/4). This plan covers an area of 229 dunums and is set to freeze 49 demolition orders issued by Israeli authorities against Palestinian structures in Area C. Based on this plan, the Swiss Agency for Development and Cooperation (SDC) supported the rehabilitation of internal roads and an existing school at An Nabi Samwil with a total budget of Euro 83,200.

2. Second group: communities located in the Bethlehem Governorate - Al Walaja, Battir, and Jabal Harasah. Below is a planning brief on the communities:

Al Walaja

In 2011, the local community of Al Walaja, west of the Bethlehem Governorate, took the initiative to prepare a Local Outline Plan for the community where 2,300⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee and was given a number (1628/1). This plan covers an area of 658.4 dunums and is set to freeze 80 demolition orders issued by Israeli authorities against Palestinian structures in Area C. Based on this plan, the Swiss Agency for Development and Cooperation (SDC) supported in the rehabilitation of internal roads at Al Walaja with a total budget of Euro 142,000.

Battir

In 2014, the local community of Battir, west of the Bethlehem Governorate, took the initiative to prepare a Local Outline Plan for the community where 4,230⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee and was given a number (1610/1). This plan covers an area of 3,564.1 dunums and is set to freeze 71 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Jabal Harasah

In 2011, the local community of Jabal Harasah, east of the Bethlehem Governorate, took the initiative to prepare a Local Outline Plan for the community where 1,500⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee, but

⁴ PCBS Population Census (2017)

not given a plan number yet. This plan covers an area of 118 dunums and is set to freeze 32 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

3. Third group: communities located in the Hebron Governorate – communities within the Khallet Al Maiyya Village Council and Umm Ad Daraj. The joint plan for the Khallet Al Maiyya communities (Ad Deirat and Ar Rifa'yyah), prepared with funding from the Association of Netherlands Municipalities (VNG), will be updated, in addition to preparing Local Outline Plans. Below is a planning brief on the communities:

Ad Deirat

In 2013, the local community of Ad Deirat, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 1,001⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee and was given a number (1725/2). This plan covers an area of 552.8 dunums and is set to freeze 146 demolition orders issued by Israeli authorities against Palestinian structures in Area C. Based on this plan, the EU supported the rehabilitation of internal roads at Ad Deirat with a total budget of Euro 110,000.

Ar Rifa'yyah

In 2013, the local community of Ar Rifa'yyah, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 460⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee and was given a number (1725/1). This plan covers an area of 250.5 dunums and is set to freeze 85 demolition orders issued by Israeli authorities against Palestinian structures in Area C. Based on this plan, the EU has supported the rehabilitation of internal roads at Ar Rifa'yyah with a total budget of Euro 110,000.

Um Ad Daraj

In 2015, the local community of Um Ad Daraj, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 1009⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee and was given a number (1795/1/1). This plan covers an area of 1,132.2 dunums. Based on this plan, the EU will support the rehabilitation of the electrical network with a total budget of Euro 70,000.

4. Fourth group: communities located in the south-east of the Hebron Governorate and within the Masafer Yatta Village Council: Al Majaz, Halaweh, Isfey Al Tahta and Isfey Al Fuqa, Jinba and Beir Al Gghawanmeh, Khirbet Al Fakheit, Khirbet At Tabban, Maghayir Al-Abeed, Mirkez, Tuba, and Um Fagarah. **It is worth noting that Masafer Yatta area was targeted at the regional level with a development master plan in 2015, which was prepared by UN-Habitat and MoLG and funded by the French Government. During this assignment, the regional plan for Masafer Yatta area will be developed, updated and expanded, the outline plans for local communities within the area will be updated, and local development priorities will be linked with the region's priorities.** Below is a planning brief on the communities:

Al Majaz

In 2015, the local community of Al Majaz, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 133⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee, but not given a plan number yet. This plan covers an area of 902 dunums and is set to freeze 36 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Halaweh

In 2015, the local community of Halaweh, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 88⁴ Palestinians are living in Area C. The local community approved the plan, but it has not been yet submitted to the joint planning and zoning committee. This plan covers an area of 129 dunums and is set to freeze 25 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Isfey Al Tahta and Isfey Al Fuqa

In 2015, the local communities of Isfey Al Tahta and Isfey Al Fuqa, south of the Hebron Governorate, took the initiative to prepare a joint Local Outline Plan for the two adjacent communities where 170⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee, but not given a plan number yet. This plan covers an area of 1,102 dunums and is set to freeze 23 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Jinba and Beir Al Ghawanmeh

In 2015, the local communities of Jinba and Beir Al Ghawanmeh, south of the Hebron Governorate, took the initiative to prepare a joint Local Outline Plan for the two adjacent communities where 151⁴ Palestinians are living in Area C. The local community approved the plan, but it has not been yet submitted to the joint planning and zoning committee. This plan covers an area of 195 dunums and is set to freeze 60 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Khirbet Al Fakheit

In 2015, the local community of Khirbet Al Fakheit, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 51⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee, but not given a plan number yet. This plan covers an area of 142 dunums and is set to freeze 35 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Khirbet At Tabban

In 2015, the local community of Khirbet At Tabban, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 75⁴ Palestinians are living in Area C. The local community approved the plan, but it has not been yet submitted to the joint planning and zoning committee. This plan covers an area of 95 dunums and is set to freeze 20 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Maghayir Al-Abeed

In 2015, the local community of Maghayir Al-Abeed, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 50⁴ Palestinians are living in Area C. The local community approved the plan, but it has not been yet submitted to the joint planning and zoning committee. This plan covers an area of 65 dunums and is set to freeze 9 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Mirkez

In 2015, the local community of Mirkez, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 97⁴ Palestinians are living in Area C. The local community approved the plan that was submitted to the joint planning and zoning committee, but not given a plan number yet. This plan covers an area of 389 dunums and is set to freeze 22 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Tuba

In 2015, the local community of Tuba, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 72⁴ Palestinians are living in Area C. The local community approved the plan, but it has not been yet submitted to the joint planning and zoning committee. This plan covers an area of 81 dunums and is set to freeze 7 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

Um Fagarah

In 2015, the local community of Um Fagarah, south of the Hebron Governorate, took the initiative to prepare a Local Outline Plan for the community where 97⁴ Palestinians are living in Area C. The local community approved the plan, but it has not been yet submitted to the joint planning and zoning committee. This plan covers an area of 154 dunums and is set to freeze 32 demolition orders issued by Israeli authorities against Palestinian structures in Area C.

3. Scope of the Agreement

UN-Habitat is seeking to identify and enter into Agreement of Cooperation (AoC) with a non-profit, nongovernmental organisation, or academic institutions with relevant experience, technical abilities and resources to complete the updating of the Local Outline Plans for the targeted communities above, including the necessary studies and documentation based on the guidelines outlined in the Urban Planning Manual and the Human Rights Impact Assessment Mechanism (HRIAM) (Annex 5) in terms of methodology, activities or outputs, and as described in the Call for Proposals documents. The selection process and requirements are outline in Annex 1.

The outline plan is a statutory planning tool based on national spatial planning standards and in line with the needs and priorities of local communities, which will improve the social, economic and environmental conditions of Palestinian communities, in terms of planning to protect and guarantee their right to an adequate living standard. In the same context, the scope of the assignment seeks to develop a local development agenda for the targeted communities to be used as a tool for developing and attracting infrastructure projects.

4. Objectives

The main objective of this assignment is to update the detailed Local Outline Plans for land use in the targeted communities and update their local development agenda to enhance tenure security and resilience under the difficult geopolitical reality. The detailed objectives are as follows:

- Update the detailed plan for land use for the targeted communities, in order to provide guidance for development of the population, health, education and infrastructure sectors, including roads, water and sewage systems, etc., including the preservation of cultural and natural heritage and the provision of public spaces and facilities. As well, develop and update the regional plan as a comprehensive master plan for the Masafer Yatta area.
- Develop the detailed sector plans for the targeted communities, which include: roads and transportation, water and rainwater, sewage, electricity and energy networks plans, building regulations, in addition to any detailed plans that may be required due to the specific needs of some communities.
- Develop and update the local development agenda for the targeted communities by identifying the community's priorities in implementing social infrastructure projects, calculating the cost estimate for each project, and prepare an integrated implementation plan

within a specific time frame and in line with the detailed Local Outline Plans, in a participatory approach with the local communities, LGUs and the MoLG's directorates at the concerned governorates.

5. Responsibilities of UN-Habitat in collaboration with MoLG

- The first party is committed to providing the available information related to the consolidation of Local Outline Plans, including:
 - The existing Local Outline Plans for the targeted communities
 - The existing local development agenda for the targeted communities
 - Provide the latest version of the aerial photo (Orthophoto) of the West Bank
 - Payment of financial obligations according to the payments stipulated in the AoC
 - Commitment to participate in meetings and workshops and help mobilise relevant stakeholders in the planning process
 - MoLG will provide the legal advice during the planning process sharing its experience in the process of preparing and approving the outline plans

6. Responsibilities of the implementing partner

The implementing partner will provide technical and logistical assistance to update the Local Outline Plans and the local development agenda and to represent the targeted communities in technical meetings with the joint planning and zoning committee⁵ and in coordination with the Palestinian governmental institutions, especially MoLG. The implementing partner is committed to cover all costs related to the implementation of the following key responsibilities, as set forth in the payments schedule (Annex 2). Stressing the importance of adhering to the timetable and the implementing partner and technical staff assigned to complete all work.

The implementing partner will perform the following main tasks:

- Forming a basic planning team from the target communities to follow-up the various planning activities.
- Process the available aerial photo (Orthophoto) to prepare the basic maps needed for the consolidation of the Local Outline Plans. In addition, it's the responsibility of the implementing partner, to digitise, demarcate and deliver all the buildings and establishments in the form of (shapefiles). Download the Palestinian Contour lines (5 meters) available on the GeoMoLG system to reflect the topographical reality, download the blocks and parcels to reflect the reality, and download any land re-parcellations duly certified.
- Conducting household-level planning surveys of target areas outside of regulatory boundaries and informal gatherings, including available public services and facilities and as agreed with the first party.
- Linking the information collected from field surveys spatially with GIS.
- Building the technical, planning and organisational capacity of representatives of the participating LGUs (through a specialised workshop for each group).
- Organising workshops at the level of the targeted local communities (no less than three workshops) through which the Local Outline Plans, sector plans and the local development agenda are updated through a participatory approach with the local community,

⁵ The outline plans will not be discussed with the Israeli authorities, unless the Palestinian side decides the contrary

representatives of LGUs and the MoLG's directorates at the concerned governorates.

- Prepare detailed descriptive reports and various planning alternatives for the Local Outline Plans (no less than three alternatives for each plan), to be discussed within the framework of the HRIAM.
- Submitting the approved plans to the competent planning and zoning committee, and as approved by the first party.

7. Methodology

The work methodology for the consolidation of the Local Outline Plans is based on work in partnership with the local communities, civil society organisations and LGUs all related stakeholders. The procedural steps related to the planning process will be guided by the Physical Planning Guide. In the same context, the methodology will be guided by the HRIAM in the process of consolidation of Local Outline Plans, including quantitative and qualitative indicators, accompanied by semi-organised open interviews, allowing for before and after analyses of planning interventions on the human rights of the Palestinian communities in Area C. The assessment will focus on the population sector and its basic needs, including access to herding areas, water sources, premises and basic services as described in the attached HRIAM.

Preliminary Phase: Forming the planning teams and designing the planning process

- Approving the structure of management for the planning process
- Approval of a detailed and chronological program for the planning process
- Identifying stakeholders and partners
- Adopting a plan for mobilisation and advocacy for the planning process
- Launching the consolidation of Local Outline Plans with stakeholders and partners

First Phase: Situation diagnosis and analysis

- Diagnosis of the status quo and analysis of the developmental and strategic sectors available through communication with stakeholders (local authorities, ministries and institutions)
- Reviewing the content of the existing outline plans and the local development agenda prepared for the targeted Palestinian communities
- Designing and preparing a database for the outline plans and conducting field surveys and information storage
- Preparation of a draft diagnostic and sectoral analysis including the potential and challenges of development in the following areas:
 - Infrastructure - Roads and Transportation, Water and Sewage Networks
 - Local Economy
 - Public Health
 - Education
 - Tourism, etc.

Second Phase: Defining the developmental and spatial vision (16 years)

- Development of scenarios for the future population growth of the targeted communities
- Providing conceptual plans and planning guidelines to deal with development priorities, including road and public transport networks, public and green areas, etc. in line with the spatial development strategic frameworks for the targeted governorates

Third Phase Consolidation of Local Outline Plans

- Updating the detailed sectoral plans based on the updated Local Outline Plans

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- Preparation of relevant regulatory provisions
- Agreeing on the outputs with the LGUs and MoLG, with the aim of completing the necessary procedures with the competent planning committees
- Delivering the agreed plans to joint planning and zoning committee, if so decided

Fourth Phase: Identification of local development programs and interventions

- Identification and characterisation of local development interventions and linking them spatially
- Developing plans for implementation and follow-up within a specified time frame
- Building technical planning capacities
- Working to raise the technical efficiency to follow up the adoption and implementation of the outline plans for representatives of LGUs

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 12 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)
Preliminary Phase	Forming the planning teams and designing the planning process	1 month
First Phase	Situation diagnosis and analysis	3 months
Second Phase	Defining the developmental and spatial vision (16 years)	1.5 months
Third Phase	Consolidation of Local Outline Plans	5 months
Fourth Phase	Identification of local development programs and interventions	1.5 months

9. Deliverables (Results and Reports)

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

Table of Deliverables		
No	Deliverables (Reports / Studies / Plans)	Due Date (from Contract Signature)
1	Initial report including the methodology, work plan, detailed timetable and necessary arrangements for the project, including the tasks assigned to the planning team (the implementing partner), the core-planning team (local community representatives and relevant stakeholders), and the mobilising and advocacy plan for the planning process	1 month

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2	Diagnostic Report including analysis of the status quo, analysis of development sectors, strategy and database, review of existing outline plans and planning vision for updating Local Outline Plans	4 months
3	Local Outline Plans, detailed sectoral plans and local development agenda	12 months
4	Periodic reports including workshop reports, community meetings and monthly achievement reports	Within 2 weeks of holding the workshop or community meeting, based on milestones / monthly basis
5	Final Report including the work process, the various activities and outputs as well as the challenges and obstacles, and any recommendations proposed by the implementing partner	12 months
		12 months

All project documents (including studies and drawings) should be delivered in 3 electronic copies (open files) and 3 hard copies, and all geographical data and spatial layers (open files) used for analysis and production of maps (AutoCAD, GIS "lyrs, gdb, shp , Mxd "or other). So that these maps are the same specifications and contents of paper or electronic maps attached to the studies.

Maps of Local Outline Plans and detailed sectoral plans shall be on A3-sized sheets of paper, and folded into the study documents, not as described in the Urban Planning Manual. Other documents required and outputs are in accordance with the technical specifications contained in the Urban Planning Manual and the GeoMoLG system.

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 planning, community mobilisation and human rights approaches.
2. The implementing partner should provide a multidisciplinary team to handle and accomplish the tasks required during the planning process. The team members should also have expertise and skills in spatial and strategic planning, economics, agriculture, community development, environmental studies, infrastructure, geopolitical situation and any related discipline. In addition to communication skills, they should have knowledge of developmental trends as well as experiences in strategic development planning and participatory community development
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

No.	Team Member	Qualifications	Responsibilities
1.	Spatial and Strategic Planning Expert (Team Leader)	<ul style="list-style-type: none"> • University degree in urban planning • At least 15 years of experience in urban and strategic planning • Proven ability to lead and manage teams • Proven ability in analysis and report writing 	<ul style="list-style-type: none"> • Leading a team of experts, facilitate meetings and workshops • Coordination with various stakeholders of the project during the implementation of various activities • Prepare various reports

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			<ul style="list-style-type: none"> • Ensure the quality of deliverables • Contribute in the preparation of the updated outline plans • Represent local communities in technical discussions with the competent planning and zoning committee
2.	Urban Planning Assistant	<ul style="list-style-type: none"> • University degree in urban planning • At least 10 years of experience in spatial planning • Communication skills needed • Proven ability in analysis and report writing 	<ul style="list-style-type: none"> • Support the team leader in all responsibilities assigned to him/her in full collaboration with the first party
3.	Roads and Transportation Expert	<ul style="list-style-type: none"> • University degree in civil engineering - transportation engineering • At least 10 years of experience in transportation planning • Experience in the preparation of transportation plans 	<ul style="list-style-type: none"> • Provide roads and transportation analysis and provide related development potentials and challenges • Participate in the different workshops, orientation meetings and technical meetings to discuss deliverables with project partners • Participate in developing special regulations in line with transportation sector outputs • Prepare roads and transportation network in accordance to the needs of the targeted communities
4.	Infrastructure Expert	<ul style="list-style-type: none"> • University degree in civil engineering - infrastructure • At least 10 years of experience in infrastructure planning • Experience in the preparation of infrastructure plans 	<ul style="list-style-type: none"> • Provide infrastructure analysis and provide related development potentials and challenges • Participate in the different workshops, orientation meetings and technical meetings to discuss deliverables with project partners • Participate in developing special regulations in line with infrastructure sector outputs

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			<ul style="list-style-type: none"> • Prepare infrastructure networks in accordance to the needs of the targeted communities
5.	Surveyor	<ul style="list-style-type: none"> • University degree in surveying • At least 5 years of experience in surveying • Experience in the preparation of survey plans and land use plans 	<ul style="list-style-type: none"> • Check the aerial photographs deliverables, inspect for accuracy and clarity • Conduct necessary field surveys to ensure proposed plans match reality on the ground
6.	Field Researchers (as needed)	<ul style="list-style-type: none"> • University degree in urban planning • At least 3 years of experience in field work 	<ul style="list-style-type: none"> • Collecting data during the implementation of project activities • Helping experts in preparing reports and final plans

4. 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
5. 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
6. The implementing partner shall establish its field visits through the local technical working group defined in the Urban Planning Manual for the study areas or through the LGUs. These visits shall be recorded in official records and provided to the First Party with a copy of these records.

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): Urban Planning Manual

Annex (5): Study of the Human Rights Impact Assessment Mechanism

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 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](#), the [Agreement of Cooperation](#), and confirming the validity of the financial offer for 90 days
- The financial offer in the currency of United States Dollars (USD) using the Budget Breakdown Form (Annex 6)

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 750/1000 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:

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Section 1: Organisation's qualification, capacity and experience in preparing outline and spatial plans

Section 2: Proposed Methodology, Approach and Implementation Plan

Section 3: Management Structure and Key Personnel⁶

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 750 /1000 points or more, and passing all sections, will only be considered. organisations with a total technical score of less than 750 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
- 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, and as agreed by UN-Habitat

⁶ The team leader individual evaluation should not be less than 70 per cent of the assigned mark.

Annex (2): Payment Schedule

The fees for the implementing partner shall be paid according to the following:

- The first payment: 15 per cent of the value of the AoC after the signing of the agreement and submit the work plan and structure of the project management and delivery of the initial report and approval by the first team.
- The second payment: 25 per cent of the AoC value after the delivery of the diagnostic report and approval by the first team.
- The third payment: 35 per cent of the AoC after delivery of the updated Local Outline Plans, the final report and all outputs (documents and reports) with the number of copies and specifications required after approval by the first team and delivery of the outline plans and related studies to the competent planning committee
- The fourth instalment: 15 per cent of the value of the AoC after the agreement on the boundaries of the blue line with the joint planning and zoning committee, if it takes place during the term of the agreement.
- The fifth and final payment: 10 per cent of the value of the AoC after representing the local communities in the discussions with the joint planning and zoning committee, if it takes place during the term of the agreement, this is in the case of progress in the discussion process, and no more than 6 months after the plan is duly announced for objection (this may require an extension of the agreement period for 6 months for technical follow-up).

Annex (3): Proposed Staff Schedule

Number	Name	Area of Specialisation	Years of Experience	Responsibilities	Working Days		
					Office	Field	Total
1				- - -			
2							
...							

Annex (4): Urban Planning Manual

[Urban Planning Manual](#)

Annex (5): Study of the Human Rights Impact Assessment Mechanism

[Study of the Human Rights Impact Assessment Mechanism](#)

Annex (6): Budget Breakdown Form

The bidders are requested to provide a quote for procuring an up-to-date aerial photo for the targeted communities with a resolution not less than 10 cm, segregated by community and dumum.

	Expenses	Unit	No of units	Unit rate (USD)	Costs (USD)
1	Human Resources				
1.1	Management Staff				
1.1.1		Per month			
1.1.2		Per month			
1.1.3		Per month			
1.2	Technical Staff				
1.2.1		Per month			
1.2.2		Per plan			
1.2.3		Per plan			
	Subtotal Human resources				
2	Office & Equipment				
2.1		Per month			
2.2		Per month			
2.3		Per month			
	Subtotal Office & Equipment				
3	Other costs and services				
3.1		Flat rate			
	Subtotal other costs and services				
4	Training/Awareness/Advocacy				
4.1					
	Subtotal Training/Awareness/Advocacy				
	Grand Total				

End of SOW