



Terms of Reference & Scope of Services

Public Spaces Design

December 2020



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1. Introduction

The “HAYA” Programme “**Eliminating Violence Against Women in the West Bank and Gaza Strip**” is a five-year joint programme funded by the Government of Canada with an overall programme objective of building just and secure communities for women and girls in the West Bank and Gaza Strip. This will be achieved through progress against three main outcomes focusing on: (1) Decreased harmful practices and attitudes that perpetuate and validate violence against women and girls within targeted households and communities; (2) Increased access by women and girls of gender- responsive ERAW services (economic, medical, psychosocial, security, shelter) free of discrimination¹; (3) Strengthened institutional capacity to develop and implement legal and policy frameworks that promote and protect women’s and girls’ rights with regards to VAW. Under outcome (1), there is a special focus on building an enabling policy environment to combat violence against women and Increase the knowledge and capacity to undertake comprehensive local interventions for prevention and response on ERAW by local authorities and municipalities.

UN-Habitat in cooperation with the Ministry of Local Government intends to use part of the grant to hire a consulting firm to perform specific tasks under the contract entitled Public Spaces² Design at the selected municipalities in West Bank, (Listed in Annex A). The proposed consultancy will support UN-Habitat in conducting public space assessment and design, with a specific focus on providing safe, inclusive and accessible public spaces for women and girls, especially in the most disadvantaged communities.

¹ It also intersects with many human right conventions such as: CRC Convention on the Rights of the Child, CEDAW Convention on the Elimination of All Forms of Discrimination Against Women, CRPD Convention on the Rights of Persons with Disabilities

² A place, in wide definition, for everybody to enjoy their coexistence and represent their collectivity and common interest without drowning or disaggregating their diversity. the elements which can be considered as open public space include: parks, recreational areas, playgrounds, shores, squares and plazas, Streets, avenues and boulevards, pavements, passages and galleries, Bicycle paths, sidewalks, traffic island, tramways and roundabouts etc.

2. Background

“Public spaces are key element of individual and social well-being, the places of a community’s collective life, expressions of the diversity of their common, natural and cultural richness and a foundation of their identity”. Charter of Public Space, Rome, 2013

The United Nations Human Settlements Programme, UN-Habitat, is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat has the mandate to work with public space, to promote local governments “to use public space for inclusion, economic improvement, culture, and environmental resilience in cities”, to “facilitate and implement exchange, cooperation and research between partners working in this field”, “to develop a policy approach on the role that public spaces play in meeting the challenges of our rapidly urbanizing world, to disseminate that policy and its results widely and to develop a plan for ensuring its application internationally”. *Governing Council Resolution 23/4, April 2011.* A key milestone was the adoption of the SDG 11.7 which states³: that *by 2030, provide universal access to safe, inclusive and accessible, green and public spaces, particularly for women and children, older persons and persons with disabilities.* The indicator for the target is requesting local and national governments to collect the meta-data for the *“Average share of the built-up area of cities that is open space for public use for all, by sex, age and persons with disabilities”.*

Over the past few years there has been growing attention to creating safe, inclusive and accessible public spaces, especially for women and girls. The adoption of SDG 11.7 and the elaboration of the New Urban Agenda provide significant recognition of the importance of public space to sustainable development and whilst it is a critical first step, on its own it will have little impact without an appropriate follow up mechanism. Therefore, there is a need for supporting local and national governments in developing legislation, policy, norms and practices, which support governments in adopting a holistic and integrated approach to the planning, design development, creation, protection and management of public spaces which are safe, inclusive and accessible for women and girls. Despite the importance of public space, especially for women and girls, it has seldom been given the attention it deserves and, more importantly, in policy and action especially at the local level.

³ **11.7 Indicators 11.7.1** Average share of the built-up area of cities that is open space for public use for all, by sex, age and persons with disabilities

11.7.2 Proportion of persons victim of physical or sexual harassment, by sex, age, disability status and place of occurrence, in the previous 12 months.

Therefore, the requested Public Spaces designs in the targeted cities are considered a key milestone to implement good practice pilots that will inform policy makers at the local and national levels.

3. Scope of Services

3.1 Main Objective of the Assignment

The main objective of this consultancy assignment is to develop safe, inclusive and accessible public spaces in the targeted cities in a participatory way by engaging the local community. The consulting firm is requested **to develop architectural designs that ensure the safety, inclusivity and accessibility of the designed public spaces, in addition, it should prepare the technical drawings, the bill of quantities (BoQs) & the bidding documents. Moreover, the consulting has to provide partial technical assistance to benefited municipalities for the implementation of projects approved by the client** as part of Haya programme: Eliminating Violence against women in West Bank and Gaza Strip – Developing Safe and Inclusive Public Spaces, as follows:

- *Projects planning and design*: ensuring criteria for public space projects (including environmental and social safeguards/assessments when needed). Preparation of designs (survey maps, existing plans, design and shop drawings, approvals, bill of quantities, specifications and bidding documents according to UN-Habitat procurement system).
- *Technical assistance*: build the capacity of the municipalities to implement the projects and assist them in monitoring of indicators especially social and environment safeguards, and compliance with the standards as delineated by the HAYA team.

The scope of this ToR covers the cities listed in (Annex A), namely Jenin and Nablus.

3.2 Main Tasks and Expected Outputs:

The consulting firm will support the targeted cities (Annex A) under the supervision of the UN-Habitat and MoLG in accordance with the technical details presented in this term of reference, and this assignment will cover the sites marked in (Annex B).

The Assignment is composed mainly of developing design for the selected projects & assistance phases for the targeted municipalities. The consulting firm should review the results of the “City-wide Public Space Assessment” (safety audits) for each targeted city, and the detailed “Site Specific Assessment” for each selected site, which will give an overview on the attitudes, perceptions and physical conditions of the public spaces, in addition to the design proposals and ideas proposed by the local communities in the participatory sessions, which will all form a baseline data about women’s safety in public spaces (see Annex C).

The consulting firm team of specialists are expected to support the benefited municipalities and build their capacity on how to rehabilitate public spaces, and will work on the requested assignment and focus on -but not limited to- the following tasks:

<p>Task One: Preparation Phase</p>	<ul style="list-style-type: none"> ○ The consultants’ team of experts is required to fully understand the projects’ objectives, principals, methodology, implementation procedures, guidelines and acceptable practices, and scope so that they will act as an efficient, cooperative and friendly advisor to UN-Habitat, MoLG, and the targeted municipalities. ○ <i>Desk Review:</i> For each public space project, the consultant shall review the documents presented by UN-Habitat, this will include: the city-wide public space assessments, the site-specific assessments, the participatory design reports⁴ for each site, the environmental and social safeguard system, etc. (Annex C and Annex D). ○ <i>field visits:</i> The consulting firm team should conduct site visits for all projects’ sites and collect the relatively needed data and would represent the data in the format that would assist in preparing environmental risk assessment, social impact and social risk assessment, project objectives, components, methodology, outputs and outcomes. While collecting projects data, the consulting firm has to consult the benefited municipalities concerning legal status and license for each project. In addition, the consulting firm has to consult with the relevant line ministries to verify the required standards and design criteria (if any). ○ <i>Consultation design workshops:</i> the consulting firm shall prepare for a participatory design workshop for each site, present the summery of findings from desk review and field visits and conduct interactive brain storming sessions with stakeholders and community representatives. The agenda, stakeholders and tools used should be agreed upon in advance with UN-Habitat and MoLG HAYA team. The consulting firm may also choose to do placemaking exercise according to each case. <p>Expected output: Inception Report and participatory/ placemaking workshop report</p>
<p>Task Two: Planning and design Phase</p>	<ul style="list-style-type: none"> ○ For each project, and taking into account task one results, the Consulting firm shall prepare and verify the designs (survey maps “when needed”, existing plans, needed soil tests and structural investigations- if needed, complete design drawings

⁴ Reports produced by universities using HerCity toolbox and Site-specific Assessment manual.

	<p>(architectural, structural, electrical, mechanical, urban design, and any other needed specialty works), bill of quantities, specifications and bidding documents, detailed furniture designs and shop drawings...etc.). in addition, it is the responsibility of the Consulting firm to get the designs approval and stamps.</p> <ul style="list-style-type: none"> ○ The Consulting firm should conduct price analysis and must make sure the estimated cost is in line with the current local market prices. ○ The Consulting firm shall also provide HAYA project team with priced BoQs related to every single project. ○ The Consulting firm shall prepare the bidding documents for all projects according to UN-Habitat procedures, and participate in bid opening session and bid evaluation (if needed). <p>Expected output: full design authorized/ licensed drawings, priced BoQs, bidding documents.</p>
<p>Task three: Support and Assistance Phase</p>	<p>This task will include providing technical support for the targeted municipalities to implement sound and safe projects that can contribute to better understand global principles of SDG 11.7. Details on the tasks required from the Consulting firm are elaborated below:</p> <ul style="list-style-type: none"> ○ The Consulting firm shall enhance the capacity of targeted municipalities designated staff in setting up priorities under crisis and limited resources. They shall assist municipalities in ensuring the soundness of social and environmental impact assessments, to identify a comprehensive range of impacts (that are beyond the narrow focus of safeguards), determine adequate mitigation measures that reflect sound social analysis and assess and audit the social and environmental impacts/mitigation and compliance through developing safeguards and environmental & social impact checklist and the environmental and social assessments, relative to the type of project (Annex D). ○ The Consulting firm shall analyze the municipalities budget and verify whether they will have the necessary human and financial resources for managing and maintaining the proposed projects upon completion and placing in service and shall help targeted municipalities in updating operation and maintenance plan for each site (O&M). ○ During the projects' implementation, the consulting firm will assist municipalities in partial supervision for the following aspects: <ul style="list-style-type: none"> a. Make sure that the required laboratory tests (if needed) and the quality control measures are done in a professional manner and

	<p>provide scientific and engineering opinion on them before being sent to the Client</p> <ul style="list-style-type: none"> b. Work closely with the municipalities and provide the needed technical support including clarifications to them on project implementation procedures. Ensuring and verifying the need of variation orders. Make sure that the municipalities have the formal approval of UN-Habitat before dealing with variation orders. c. As part of the periodic supervision to ensure compliance with safeguards and mitigation of negative <i>impacts</i>. The findings should be recorded during site visits conducted by the engineers and annexed in the monthly and final report. The Consulting firm is required to coordinate with the HAYA team on all aspects of environmental monitoring and mitigation. In addition, monitor the application of the social, environmental and risk mitigation measures that were identified in the planning phase for the projects and make sure with the municipalities that they are implemented, complied in addition to ensure community satisfaction of the implanted measures. d. Capture best practices, lessons learned, and success stories to show impact in relation to the project objectives and include them in the submitted reports. e. Secure high-resolution photos with captions for the same scenes of the project (before, during and after implementation) and provide HAYA with these photos. <p>The Consulting firm should maintain continuous and quick communication with UH-Habitat and MoLG to ensure rapid transmission of all information and documents. The Consulting firm team should attend meetings as may be requested by the HAYA project team. Furthermore, when required, all the Consulting firm team should attend those meetings.</p> <p>Expected outputs: Monthly Progress Reports including recommendations and photos taken from specific angles, final report including social and environmental safeguards and “Environmental and Social Impact Assessment” ESMA operation and maintenance plan O&M plan), see (Annex D).</p>
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4. Qualifications

The Consulting firm must be registered at the engineering association and have permanent office in the **West Bank**. This office should satisfy at least the requirements of the Engineering Association/ Jerusalem Center (office area, fax, telephone, copy machine, printer, computer and meeting room) and should be kept opened daily for all the duration of the assignment.

The consulting firm should have strong consulting and management background. Local government's management experts should support the HAYA team and municipalities in performing their tasks. Different types of experts may be required to fulfill specific aspects related to the detailed data for each site. The consulting firm should have strong documented experience in appropriate projects, and have completed similar tasks in a satisfactory manner.

The Consulting firm is expected to have a team with appropriate number and mix of management, engineering, social and environment specialists to conduct and complete this assignment. The team should have good experience in providing on-job coaching related to the assignment.

The consulting firm shall provide the following key specialists to work under this assignment:

Title (Count)	Minimum required qualifications
Team Leader Architect/planner <i>(1 leader)</i>	<ul style="list-style-type: none"> - University degree in architectural engineering, landscape or urban planning. - At least 10 years of experience in conducting architectural and urban design, rehabilitation projects and landscape projects. - Profound experience in project management implementation and monitoring. - Experience in addressing issues related to capacity building of local government units' in West Bank <i>(is preferable)</i> - Experience in analyzing and diagnosing the physical conditions of the historic buildings and sites. <i>(is preferable)</i> - Good analytical, communication, reporting and management skills.
Mechanical Engineer <i>(1 engineer)</i>	<ul style="list-style-type: none"> - University degree mechanical engineering - At least 7 years of experience in mechanical design and implementation projects. - Good experience in following up on the implementation of related mechanical projects especially public projects and knowledge of environmental mitigation procedures.

Electrical Engineer (1 engineer)	<ul style="list-style-type: none"> - University degree Electrical engineering - at least 7 years of experience in electrical design and implementation assignments, with strong experience in following up on the implementation of related electrical projects especially public projects and environmental mitigation procedures.
Structural Engineer (1 engineer)	<ul style="list-style-type: none"> - University degree in civil engineering. - At least 5 years of experience in structural designing. - Experience in technical designs, detailed drawings, profiles. - Experience in reviewing and verifying laboratory test reports. - Good experience in preparing bill of quantities of the different items for construction projects. - Experience in Palestinian traditional building rehabilitation techniques, is preferable.
Social Specialist	<ul style="list-style-type: none"> - Social science University degree - At least 5 years of proven relevant past work experience dealing with community and social safeguarding in projects. - Excellent communication and follow up skills and proven ability in facilitation of community meetings. - Excellent report writing skills are required.
environmental Specialist	<ul style="list-style-type: none"> - University degree in Environmental studies. - At least 5 years of proven relevant past work experience dealing with environmental assessments, safeguarding in projects. - Excellent communication and follow up skills. - Excellent report writing skills are required.
Site Engineers	<ul style="list-style-type: none"> - University degree in civil engineering. - At least 8 years of experience in site supervision. - Experience in working with the international environmental considerations and in developing and following Environmental Management Plan and environmental mitigation procedures within projects. - Experience in producing quality reports that are comprehensive and cover all aspects related to the feasibility of their financing and project design, with experience in technical designs, procurements procedures especially related to the works, goods and services, and implementation.
Pool of Experts (When Needed)	<ul style="list-style-type: none"> - Surveyor, Road Engineer, Acoustics engineer, rehabilitation and restoration engineer...etc.

5. Deliverables, timeline and level of effort:

5.1 Deliverables⁵

Following are all the expected deliverables, each deliverable should cover all the details and the outputs listed in Section 3.2 – Main Tasks and Expected Outputs.

The Consulting firm is expected to submit for UN-Habitat's review and approval the following reports and deliverables- reports language is English with an Arabic abstract. All reports and deliverables are owned by the client UN-Habitat and MoLG:

- Final design plans (including elevations, sections, perspective shots, vegetations plans, details, etc.) and BoQs and bidding documents should be submitted in four original hard copies in addition to two soft copies.
- The requested reports are:
 - a. **Inception Report** within two weeks from signing the contract including the detailed action plan of work for each site.
 - b. **Preliminary Design Plans** that will cover all the projects *under HAYA program* up to the preliminary design phase, including participatory/ placemaking workshops report as an annex.
 - c. **Design Completion Plans and Reports**

The consulting firm shall submit a design completion report annexed with the approved designs, detailed furniture designs and specs, vegetations plans, lighting plans, and related licenses approval if needed for each single project that will be implemented under the HAYA programme, in addition to the BoQs and bidding documents. These outputs shall be submitted for approval according to accomplishment.
 - d. **Summarized Monthly Progress Reports** that will briefly describe the Consulting firm work resulted from their field visits and contacts with municipalities during the previous month and achieved progress. It shall include as attachments the field visits reports, and the monthly progress report for every single project endorsed from both the concerned municipalities/ contractor and the consultant. Annexes of O&M plans and Socio-Environment safeguards and/ or assessments should be included.
 - e. **Final Report for each site / sub-project: which should include** detailed progress about the project including the test reports required, approved variations and environmental and social safeguards, achieved goals, success stories, and lessons learned, obstacles, and recommendations for improvement. It should also include the project indicators. And summarizing achievements in reaching key indicators, improvements in implementation

⁵ Deliverables should be submitted to the Client in four hard copies and two soft copies. The files should be in an open editable format AutoCAD, shape files, Excels, Etc.

capacity and recommendations. The report shall be submitted within 2 weeks after completing the specified projects.

5.2 Timeline

The total duration of this assignment should be completed within a period of **3 months** from the date of signing the contract. The partial supervision will later occur after the bidding period.

5.3 Deliverables Submission Schedule

Deliverables breakdown and schedule:

ID	Deliverable Name	Expected Due Date
1.	Inception Report	After two weeks from signing the contract
2.	Monthly Progress Reports	This report should be submitted by the end of every month
3.	Preliminary Design Plans	Five weeks from signing the contract
4.	Design Completion Reports	After 12 weeks from signing the contract
5.	Final Report	Two weeks before the end of the assignment

5.4 Level of Effort

The Consulting firm is expected to accomplish the tasks associated with this assignment within the designated timeframe and for an estimated input of time/effort of up to **60 - 87 days**. The consulting firm should provide a breakdown for the level of effort for each staff member per municipality as suggested in the table below:

Title	Man/ Month per area (each municipality)				
	Mun.1	Mun.2	Mun.3	Mun.4	Total
Team Leader/ Architectural Engineer or landscape					22-32
Mechanical Engineer					6-10
Electrical Engineer					6-10
Structural Engineer					6
Social Specialist					5-6
Environmental Specialist					4

Site Engineers					8-14
Pool of Experts (When Needed)	5 (lump sum)				5
Total					60-87

6. Contract Type and Payment Schedule:

This contract is a lump-sum contract. Payments will be arranged according to the following:

- **First Payment: 10%** of the contract amount upon the submission to and approval by the Client of the **Inception Report**
- **Second Payment: 15%** of the contract amount upon the Clients receipt of the **Preliminary Design Plans**, acceptable to the Client.
- **Third Payment: 45%** of the contract amount upon the Clients receipt of the **Design Completion Report**, acceptable to the Client.

- **30%** of the contract value (total of expected two payments) **15% after submission and approval of the monthly Progress Reports during supervision and implementation phase**, acceptable to the Client. And a **final payment 15%** of the contract amount upon the submission of the Final Report, acceptable to the client.

7. List of Annexes:

- **Annex A:** Targeted Municipalities
- **Annex B:** List of Selected Sites for Interventions
- **Annex C:** City Wide Public Space Assessments
- **Annex D:** Social and Environmental considerations
- **Annex E:** Submission requirements and selection process

Annex A: Targeted Municipalities

Targeted Municipalities	
Municipality	Project Name
Jenin	Developing Parts of Suwaitat Park to be a Sensory Garden for Children with Visual Impairment
Nablus	Enhancing Women Access to Public Spaces in the Old City of Nablus (<i>sahet A Lolo</i> courtyard)

Notes:

-The listed projects were decided according to the City-Wide Public Space Assessments (safety audit reports) and after consultation between MoLG, Municipalities and UN-Habitat.

Annex B: Details of the Selected Sites for Interventions

Nablus City

Enhancing Women Access to Public Spaces in the Old City of Nablus “تأهيل ساحة اللولو”
Estimated Budget: 70,000 USD.

The intervention aims to improve the overall safety and comfort within Al Yasmina block of the old city of Nablus, by working on the courtyard and the alleys leading to it. In cooperation with women associations active in the old city, the design should enhance the use and user groups of the courtyard, enhancing the comfort aspect for women and girls while respecting the laws and regulations adopted by the municipality with regards to the old city and the protection of its architectural heritage. The design should also consider people with special needs to use the gardens freely and independently, it should also include safety and inclusivity measures during nighttime. The intervention should be implemented in a participatory and highly engaging approach, especially with women and girls.



اختيار المكان العام: البلدة القديمة
ساحة الياسمينه

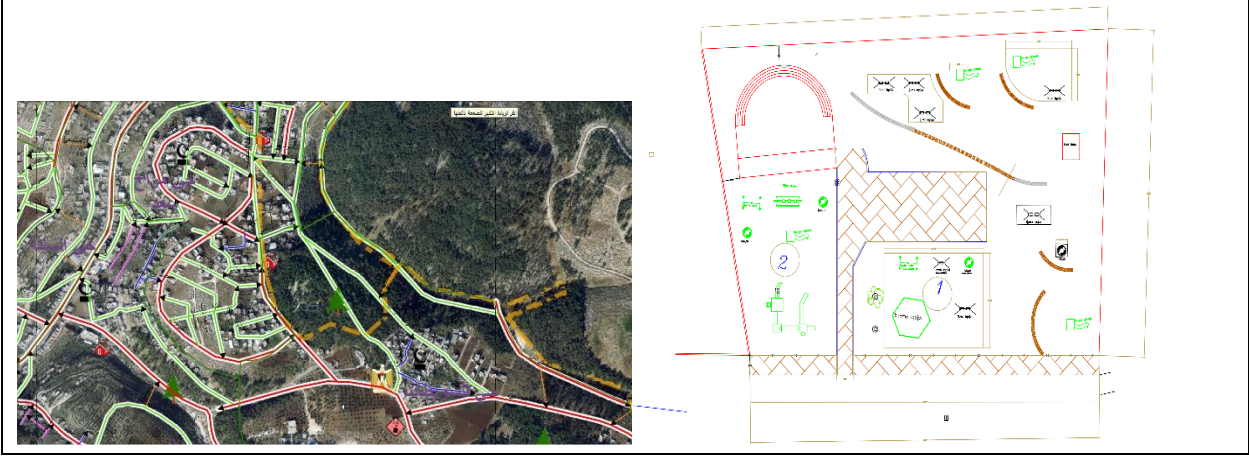


Jenin City

Developing Parts of Suwaitat Park to be a Sensory Garden for Children with Visual Impairment,
Estimated Budget: 70,000 USD. "تأهيل حديقة السويطات"

The intervention aims at regenerating part of Suwaitat Park to be developed as a sensory garden that increases the access of children with visual impairment to safe and inclusive public spaces in the city of Jenin. The designer should work closely with the staff of An Nour School adjacent to the park, its students and their parents to understand the needs and experiences of visually impaired children in

public spaces to be able to provide innovative design solutions that could enhance their overall experience in the park.



Annex C: City-Wide Public Space Assessments

The City-Wide Public Space Assessment reports for the targeted cities can be downloaded from the following link:

https://drive.google.com/drive/folders/1mBax2aiJELwuXtVS0ohlomrubDo42xG2?fbclid=IwAR3VkxXSvoZ3dsR5MblqiPY8YKUjgUWcvRw4bNFPtOmYDY9okW4L4obt1_Y

Annex D: Social and Environmental Considerations

UN-Habitat has developed an improved Environmental and Social Safeguards (ESS) System, in order to assure sound environmental and social performance throughout the life-cycle of UN-Habitat projects; *objectives and minimum requirements can be found in the RSS*⁶.

Environmental and Social Safeguards Standards (ESSS): The ESSS identifies six (6) Environmental and Social Safeguard Standards with objectives and requirements to manage potential risks and impacts to people, communities, and the environment from projects of which four (4) apply to the public places' projects.

- 1) **Community Health, Safety and Working Conditions:** to avoid or minimize the risks and impacts to community health, safety, and working conditions that may arise from project-related activities, particularly for marginalized and vulnerable groups. must also protect the fundamental rights of workers employed on projects and comply with the international conventions of the International Labor Organization and the United Nations
- 2) **Pollution Prevention and Resource Efficiency:** to demonstrate environmentally sustainable practices in its projects and seek a project-level approach to pollution prevention and resource efficiency in line with international technologies and best practices
- 3) **Biodiversity Conservation, and Sustainable Natural Resource Management:** protecting and conserving biodiversity, maintaining ecosystem services, and sustainably managing living natural resources are fundamental to sustainable development throughout a project's lifecycle.
- 4) **Displacement and Resettlement** (*not applicable*)
- 5) **Indigenous Peoples** (*not applicable*)
- 6) **Cultural Heritage:** to ensure the protection of cultural heritage in the course of their project activities.

Internal Procedures and Responsibilities:

- ✓ **Screening and Categorization:** Screening is conducted to identify potential environmental and social safeguard risks or impacts from the project and to identify opportunities to enhance benefits to safeguard issues and support stakeholders. Categorization is performed to determine the risk category (Low, Moderate, or High) of the project and to determine the level of environmental and social assessment and management required to address the potential risks and impacts. The Safeguards Screening Report (SSR) is to be prepared by the consultant. (*see sample below*).
- ✓ **Environmental and Social Assessment and Management:** to ensure that potential environmental and social risks, impacts and opportunities of project activities are systematically assessed and managed
- ✓ **Monitoring, Evaluation and Reporting:** the implementation of mitigation and management plans is monitored, and any required monitoring reports on safeguard risks are finalized and

⁶ See ESSS for more details <https://unhabitat.org/sites/default/files/download-manager-files/UN%20HABITAT%20ESSS%209%20Dec%202016%20.pdf>

disclosed to the public. Monitoring activities should ensure balance quantitative and qualitative assessment, use participatory tools that include target group narratives and track and assess reversals and capture negative impacts of a project

✓ **Staff Responsibilities:** the following table shows the main phases needed

Project Phase	ESSS	
	Procedures	Responsibility
Identification Formulation	Prepare Safeguards Screening Report SSR. Determine risk category and level of environmental and social assessment.	Consultant
	Moderate risk: design Best Practices, and where applicable, conduct safeguard-specific ESIA.	Consultant and municipality
Review and Approval Initiation	Mainstream safeguard standards into Project.	HAYA Team, municipality
	Implement safeguards standards and mitigation measures.	Site Eng. contractor and municipality
Implementation, Monitoring and Reporting	Implement mitigation measures and stakeholder engagement. Monitor and evaluate performance against Safeguard Standards and ESMP. Prepare reports required by ESIA, ESMP and Consultation. Disclose reports to public.	Consultant and municipality
Completion	Prepare final report for external stakeholders describing best practices, environmental and social safeguard measures, contribution to cross-cutting issues and lessons learned Complete project performance evaluation of environmental and social safeguard measures including best practices and, where applicable, ESIA and ESMP. Summarize any lessons learned on safeguard issues.	consultant

External Communication

✓ **Stakeholder Engagement:** stakeholder engagement occurs during the Project Formulation Stage and throughout the Project Implementation. Stakeholder engagement may involve stakeholder analysis and planning, disclosure of information, consultation and meaningful participation, dispute resolution, ongoing reporting to affected communities and stakeholders, and inclusion of stakeholders in project monitoring and evaluation. potential

risks and adverse impacts and the concerns raised by affected communities. Methods can range from providing information about Low Risk Projects to comprehensive plans for High Risk activities. Stakeholder engagement will be conducted in a gender-responsive, culturally sensitive, non-discriminatory and inclusive manner, ensuring that potentially affected vulnerable and marginalized groups are provided opportunities to participate. Consultation will be used to identify the priorities of stakeholders and to provide them with opportunities to express their views on the project and allow the project teams to consider and respond to them. Stakeholders may want to provide input on project goals and strategies, environmental and social risks and impacts, proposed mitigation measures, sharing of development benefits and opportunities, and implementation issues.

- ✓ **Access to Information:** HAYA is committed to disclosing project information to help stakeholders and affected communities understand the opportunities, risks and impacts of the proposed activities. Stakeholders and the general public can request information on HAYA projects from involved municipalities.
- ✓ **Stakeholder Response Mechanisms:** ensure that an effective project-level Stakeholder Response Mechanism is provided for individual or groups to register a complaint about environmental and social management performance on projects. This Mechanism will receive stakeholder concerns related to disputes from people affected by projects or potential violations.

Samples:

Safeguards Screening Report: (See ESSS for more details pages from 24-29)

1. PROJECT INFORMATION
2. ENVIRONMENTAL AND SOCIAL RISKS AND IMPACTS CHECKLIST
3. ENVIRONMENTAL AND SOCIAL BENEFITS
4. SIGNIFICANCE OF ENVIRONMENTAL AND SOCIAL RISKS AND IMPACTS
5. SCREENING DETERMINATION
6. SAFEGUARDS SCREENING REPORT RECORD

Environmental and Social Impact Assessment

خطة الادارة البيئية والاجتماعية لمشاريع المرافق العامة

Environmental and Social Management Plan

Sample for Environmental screening

Environmental Assessment Sheet

Date:

(A) IMPACT IDENTIFICATION

Section A – Basic Information
Project Title: Rehabilitation of
Project Sector: Roads
Duration: 90 days
Environmental Specialist: Mr/s:.....
HATA officer: Eng.

Has the subproject a tangible impact on the environment?	Yes, minor environmental impact with low risk during implementation.
What are the significant beneficial and adverse environmental effects of the subproject?	<ul style="list-style-type: none"> - Noise - Dust generation by construction activities. - Complains about Closure of street, households, and facilities entrances - Disturbance of pedestrian and vehicle movement - Construction waste - Potential of services breakage (water, electricity, telephone, internet) at the connection with existing roads and services.
Does the subproject have any significant potential impact on the local or affected communities?	<ul style="list-style-type: none"> - Enhancing socio-economic conditions - Enhances people safety
What impact has the subproject on the human health?	<p>During implementation:</p> <ul style="list-style-type: none"> - Potential risk of accident for Workers and citizens - Potential risk of Traffic accidents - Complain about street closure. - Potential of services breakage (water, electricity, telephone, internet).

Category of Environmental Assessment	B
International Waterways	Not triggered
Physical Cultural Resources	Not triggered

(B) MITIGATION MEASURES

What alternatives to the subproject design have been considered and what mitigation measures are proposed?	<p>Alternatives to the sub-project design:</p> <ul style="list-style-type: none"> - Proper Stormwater Drainage - Concrete shoulders for some sections of the project with high slope. (Part of x roads) <p>Mitigation measures</p> <ul style="list-style-type: none"> - Arrange working time with municipality. - Inform people with working hours and time of road closure and detours through municipality. - Install sign boards with the contractor's contact and project duration. - Water Spreading. - Provide safe access to the Resident citizens. - Removal of construction waste. - dispose of construction waste in special places. - The contractor should arrange with service providers to determine the paths of services.
What lessons from the previous similar subprojects have been incorporated into the project design?	<ul style="list-style-type: none"> - Proper design of storm water drainage
Have concerned communities been involved and have their interests and knowledge been adequately taken into consideration in subproject preparation?	Yes, the municipality held a consultation workshop at municipality Hall.

(C) CATEGORIZATION AND CONCLUSION

Conclusion of the environmental screening:

1. project is declined
2. project is accepted

If accepted, and based on risk assessment, subproject preparation requires:

1. Environmental Review, including following the approved **Sectorial Environmental Management Plan:**

- i) Public Facilities

- ii) Roads Rehabilitation
- iii) Water/Wastewater
- iv) Electricity/ Energy
- v) Solid Waste

2. ESMP Not applicable



(E) Additional Notes

- Attention to the ESMP
- Attention to the Specifications
- Attention to the BOQ (Is the project that risky ton include health and safety measure and what are these measures?)

(F) Photos

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Sample for ESMA Plan

السادة وزارة الحكم المحلي المحترمين

تحية البناء والدولة...

الموضوع: الخطة البيئية / مشروع تعبيد طرق داخلية

بالإشارة الى الموضوع اعلاه فان الجدول التالي يوضح الخطة البيئية لتخفيف الآثار السلبية المحتملة وخطة المتابعة لمشروع انشاء تعبيد طرق داخلية / بلدة

مسؤولية المتابعة والتنفيذ	طريقة وتدابير المتابعة	مسؤولية التنفيذ	تدابير التخفيف	آثار سلبية محتملة
المهندس المشرف	مراقبة موقع أعاده التأهيل من خلال متابعة الشكاوي	المقاول	<ul style="list-style-type: none"> ● تحديد مثل هذه النشاطات وتقييم اساليب تخفيف الضجيج ● ادارة ساعات العمل 	ضجيج إثناء أعمال تعبيد الطرق
المهندس المشرف	التأكد من الإلتزام بشروط السلامة	المقاول	اتباع ارشادات السلامة، ارتداء العمال ملابس مناسبة	حوادث واصابات
المهندس المشرف	التأكد من الموقع قبل التسليم	المقاول	<ul style="list-style-type: none"> ● ادارة تشييد مناسبة وإعادة الموقع لما كان عليه ● التأكد من اوراق ثبوتية السائقين 	ازعاج للمناطق المحيطة
المهندس المشرف	مراقبة موقع أعاده البناء من خلال متابعة الشكاوي	المقاول	<ul style="list-style-type: none"> ● انبعاثات غبار البناء والباطون ● ضاغطات الغبار ورش الموقع بالمياه، ونقل مواد البيسكورس والاسفلت بطريقة مناسبة 	غبار وإنبعاثات
المهندس المشرف	مراقبة الموقع اثناء التعبيد	المقاول	توفير حمايات حول الشارع المراد تعبيده	ازعاج نتيجة اعمال التعبيد

For additional information please review:

✓ Environmental and Social Safeguards System (ESSS):

<https://unhabitat.org/sites/default/files/download-manager-files/UN%20HABITAT%20ESSS%209%20Dec%202016%20.pdf>

Sample for O&M Plan

خطة تشغيل وصيانة ل3 سنوات

عام	
اسم البلدية	بلدية نابلس
خطة تشغيل وصيانة ل (الرجاء توضيح النظام/المشروع)	تاهيل شوارع داخلية في مدينة نابلس لمنطقة السوق التجاري المنطقة الشرقية
الفترة التي تغطيها الخطة (20 إلى 20)	2023-2021
تاريخ آخر مراجعة (إذا توفر)	

الهدف من خطة التشغيل والصيانة
(وضح هدف الخطة ووصفاً مختصراً للنظام الذي سيتم تشغيله وصيانته مبيناً قائمة بأهم المنشآت/الأليات):
1. ضمان تسهيل حركة المواطنين والمركبات من وإلى مناطق سكنهم
2. تشجيع الحركة السياحية والتجارية في المناطق المختلفة_
3- تحسين البيئة لمنطقة المشروع

إجراءات التشغيل الرئيسية والموارد اللازمة				
مصدر وقيمة الميزانية المتاحة لتغطية التكاليف	التكاليف التشغيلية (شاملة لتكاليف التدريب والرواتب)	المسؤولية (وضح المسمى الوظيفي)		إجراءات التشغيل الرئيسية (النشاطات)
		دوام جزئي	دوام كلي	
البلدية	700		مراقب و2 عامل	(1) انارة الشوارع
البلدية	700		مراقب و3 عمال	(2) اعمال النظافة
البلدية	600		مراقب (1)	(3) صيانة شوارع
البلدية	1350		عمال مهرة (3)	4- صيانة ارصفة
البلدية	2000		عمال عاديين (5)	
	1850			شواخص مرورية
	800		مراقب وعامل عدد 2	زراعة اشجار وتجميل
	8000			المجموع الكلي (لسنة باليورو)
	24000			المجموع الكلي (ل3 سنوات باليورو)

إجراءات الصيانة الرئيسية والموارد اللازمة					
مصدر وقيمة الميزانية المتاحة لتغطية التكاليف		تكاليف الصيانة " يورو "	بحاجة إلى مصادر خارجية	ضمن قدرة موارد المجلس	إجراءات الصيانة الرئيسية (النشاطات)
المصدر	القيمة				
الصيانة الوقائية					
البلدية		1000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(1) صب باطون في الاماكن التي لا يوجد بها ارصفة
البلدية		1900	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(2) عمل الارصفة
		2000			(3) تفقد خطوط مياه الامطار والعبارات والمناهل
		2000			(4) تفقد الاسفلات
			<input type="checkbox"/>	<input type="checkbox"/>	
الصيانة العلاجية					
البلدية		1000	<input type="checkbox"/>	<input type="checkbox"/>	(1) صيانة الدهان للشوارع
البلدية		1200	<input type="checkbox"/>	<input type="checkbox"/>	(2) صيانة باطون الحماية للشوارع
		1500			(3) صيانة الشوارع ومقاطع مختلفة وصيانة الارصفة والاسفلت
		10600	المجموع الكلي (لسنة يورو)		
		31800	المجموع الكلي (ل3 سنوات يورو)		

Annex E: Submission Requirements and Selection Process

The Consulting firm must deliver technical and financial submissions separately in electronic format addressed for the attention of UN-Habitat (in two separate documents clearly titled with the name of the assignment) at: unhabitat-palestine@un.org by the deadline of **15 December 2020**. **The Consulting firm can only apply for one lot**. The financial offer needs to be in a separate document, where the **price is defined by the allocated staff and per municipality and public space in the selected lot**;

The Consulting firm is required to submit the following for the technical submission

- Certified true copy of original certificate of firm registration
- Certified true copy of registration at the Engineering Association
- Consulting firm Profile
- A portfolio with similar projects designed by the consulting firm
- List and CVs of the proposed team for the assignment
- A proposal that includes the Proposed Methodology, Approach and Implementation Plan

The Consulting firm is required to submit the following for financial submission

- The financial offer in the currency of United States Dollars (USD) per lot, including breakdown of the level of effort for the assigned team members and any other costs, VAT inclusive and valid for 90 days.
- Certified true copy from a bank on the details of account of the Consulting firm, including name, address, account number, wire instructions, etc

The Technical and Financial Appraisal consists of three phases:

Phase 1: Evaluation of the mandatory criteria of the three sections (listed below) with Pass/Fail scores. Only Consulting firms 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 financial offer in comparison to lowest qualifying offer received

The technical evaluation covers three sections, namely:

Section 1: Consulting firm'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 Consulting firms with a total technical score of 500 /1000 points or more, and passing all sections, will only be considered. Consulting firms 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: $\text{Financial score} = \frac{\text{Maximum number of points for the financial proposal}}{\text{Price of proposal being evaluated} \times \text{Lowest price}}$
- The technical and financial evaluation points will be combined for each offer that has not been excluded. The contract will be then offered to the consulting firm with the highest number of financial and technical evaluation points for each lot separately, and as agreed by UN-Habitat