

# Scope of Work

## Master Plans for Palestinian Communities in Area C – "Cluster Plan" in the Central Jordan Valley

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: Ministry of Local Government (MoLG)



State of Palestine  
Ministry of Local Government

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## 1. General background

Making up over 60 per cent of the overall territory of the West Bank, and under Israeli military control, 'Area C' is fundamental to the contiguity of the West Bank and the viability of the Palestine State and its economy. Since the Interim Agreement on the West Bank and Gaza Strip ('Oslo II') (1995), Palestinians did not have full access to natural resources available in Area C mainly due to the restrictive planning policies exercised by the Israeli authorities, chiefly the Israeli Civil Administration (ICA). Nearly 300,000 Palestinians in Area C continue to face issues related to territorial and administrative fragmentation and financial constraints. These conditions are intensified by the maintained matrix of control on the West Bank and occupied East Jerusalem, including the Separation Barrier, Israeli settlements, bypass roads, military and firing zones, etc. Currently there are 18,711 Demolition Orders against Palestinian owned structures across the West Bank, of which 92.3 per cent are targeting Area C <sup>1</sup>, and demolition of homes and infrastructure continues. Many Palestinians living in Areas A and B are affected as well, where they have property or a livelihood in Area C. Without planning permission from the ICA, construction of any sort in Area C is viewed as illegal by the Israeli authorities and slated for possible demolition.

Since Israeli Occupation in 1967 until now, vast areas of West Bank have been confiscated by Israeli authorities and allocated for Israeli settlements construction and expansion. Nowadays, thousands of dunums have 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. Development in Area C is tightly restricted by the Israeli authorities, where construction of individual buildings is only permitted on less than 1 per cent of the land in Area C. In contrast, the boundaries of approved plans for Israeli settlements to date cover more than 20 per cent of the land area of Area C, with more than 340,000 settlers living in Israeli settlements, which are deemed to be illegal under international law. Furthermore, 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. The Israeli planning regime is imposing restrictions on Palestinians in Area C through means such as limiting or refusing permits for construction of individual buildings and services and by issuing demolition, eviction and seizure orders in relation to buildings constructed without a permit. Reports by civil society organizations 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 restrict or delay planning by Palestinian communities and withhold building permits.

With recognizing 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 Ministry of Local Government (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 do-no-harm'. 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), regional and national levels 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.

Important to note the accumulative experience in the preparations of 123 master plans in Area C submitted to the ICA, with the approval of only 5 plans. This means that other villages are vulnerable to eviction and demolition of houses and structures. This Israeli position contradicts the international humanitarian law and

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<sup>1</sup> OCHA OPT (2020) Raw data on demolition orders and incidents (unpublished)

the opinions of international neutral experts and technicians<sup>2</sup>. Within this context, the European Union, in partnership with UN-Habitat and the MoLG, supported a project aimed at achieving planning and land rights of Palestinian communities in Area C in the West Bank through the preparation of “cluster plans” for Palestinian communities in Area C. This would contribute to territorial economic development that is mostly needed especially after the novel corona virus (COVID-19) pandemic.

In addition to the public health and humanitarian implications of the COVID-19 pandemic, the crisis has delivered a negative shock to Palestinian cities and towns in terms of socio-economic development, putting at risk public welfare, employment and livelihoods, poverty and food security, social cohesion, financial and fiscal stability, and institutions. There is little doubt that the COVID-19 emergency threatens progress on the 2030 Agenda in the oPt and is exacerbating and deepening pre-existing inequalities, discrimination, and inequities.

## **2. Overview**

The total mass area of the West Bank is 5,661Km<sup>2</sup>, and it inhabits about 2.9 million people (49 per cent females), 71 per cent of them live in urban areas, 24 per cent in rural areas, and 5 per cent in refugee camps, compared to rates in the occupied Palestinian territory (West Bank and Gaza Strip) of 77 per cent, 15 per cent and 8 per cent who reside in urban, rural, and refugee camps, respectively. The total built-up area constitutes 5 per cent of the West Bank.

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

The targeted population by the “cluster plan” in the Central Jordan Valley is about 28,200 people in 12 communities with a planning area of 6,602 dunums, while the total area targeted by the plan is 364,463 dunums (Figure 1). The Central Jordan Valley “cluster plan” includes communities from Tubas, Nablus, and Jericho Governorates. Women and youth groups constitute about 49 per cent and 33 per cent, respectively of the targeted population.

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<sup>2</sup> In 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, it was 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".



Figure (1): Proposed “Cluster Plan” Boundary

The table below provides detailed information on the targeted communities, in terms of population, the proposed planning area in Area C, and single master plans status within the proposed “cluster plan”.

**Table (1): Targeted population in the proposed “Cluster Plan”**

	Community <sup>3</sup>		General Information			Master Plan in Area C			Need for a New Plan <sup>4</sup>
			Governorate	LGU	Population (2021)	Plan No.	Progress Status	Proposed Planned Area (Dunums)	
Central Jordan Valley Cluster Plan	1	Marj Na'ja	Jericho	Village Council	883				No
	2	Az Zubeidat		Village Council	1,790	1406 /1	Technical Discussion	846.24	No
	3	Marj al Ghazal		Village Council	259				No
	4	Al Jiftlik		Village Council	3,306	1420	Technical Discussion	3,823.23	No
	5	Fasayil		Village Council	1,746	1412 /1	Technical Discussion	841	No
	6	Tammun	Tubas	Municipal Council "B"	14,191				No
	7	Ar Ras Al Ahmar		Presented by Khirbet 'Atuf	81				Yes
	8	Khirbet 'Atuf		Village Council	234				Yes
	9	Frush Beit Dajan	Nablus	Village Council	774	1420	Technical Discussion	784.89	No
	10	An Nassariya		Village Council	2,022				No
	11	Al 'Aqrabaniya		Village Council	1,005				No
	12	Khirbet Tall al Ghar		Presented by Al 'Aqrabaniya					No
	13	Shihda wa Hamlan		Village Council					No
	14	Beit Hasan		Village Council	1,711				No
	15	Ein Shebli		Village Council	165	1416 /1	Technical Discussion	306.58	No
<b>Total</b>		-	-	<b>28,167</b>	-	-	<b>6601.94</b>		

### 3. Scope of the agreement

UN-Habitat is seeking to identify local implementing partners with relevant experience, technical abilities and resources to support in the perpetration of a “cluster plan” in the central Jordan Valley. The main area of this consultancy service is to prepare a cluster plan for the targeted area described above, including the necessary studies and documentation based on the guidelines outlined in the “Physical Planning Manual” and the “Human Rights Impact Assessment Mechanism (HRIAM)” study in terms of methodology, activities or outputs, and as described in the tendering documents. The cluster plan is a statutory planning tool based

<sup>3</sup> Palestinian communities that are not listed in the table and located within the proposed “Cluster Plan” boundaries should be identified in terms of location and population.

<sup>4</sup> Only for Ar Ras Al Ahmar and Khirebt 'Atuf, the preparation of new local outline plans will be included in this assignment.

on national spatial planning standards and in line with the sectoral development plans of the government institutions and the needs and priorities of local communities, which will improve the conditions of the Palestinian communities in Area C in terms of planning to protect and safeguard their right to an adequate standard of living within the planning requirements imposed by the Israeli authorities. In the same context, the assignment at hand seeks to develop a joint development agenda for the targeted area to be used as a tool to develop the cluster area as an integral part of the territory of the Palestinian state.

#### **4. Objectives**

The main objective of the proposed cluster plan is to work in a participatory manner with Palestinian communities represented by local government units in order to prepare a detailed land use plan and a development agenda for the targeted Palestinian communities to enhance their tenure security and foster their resilience in light of the difficult geopolitical conditions on the ground.

The specific objectives are as follows:

- Prepare a detailed land use for the “Cluster Plan” for the targeted area (and its annexes; detailed sectoral plans and regulatory provisions) and for the targeted communities and submit it to ICA, 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.
- The development of the detailed master plan must be undertaken within a broader spatial development framework that redefines the hierarchy of socio-economic services provision in order to identify priority, spatiality and density of urban development, and defines mechanisms to maintain balanced growth between marginalized rural areas (located in Area C) and urban areas (Areas A and B) based on the carrying capacity, in terms of land availability.
- Identify the local development agenda for the targeted area and develop an integrated action plan within a specific time frame and methodology to monitor the implementation mechanisms and design strategies to achieve them in harmony with the detailed master plan to be prepared in a participatory manner with line ministries and local communities, local government units and institutions in line with the National Policy Agenda 2017-2022, and relevant sectoral strategies of line ministries in response to the socio-economic ramifications of the COVID-19 pandemic.

#### **5. Methodology and Timetable**

The work methodology for the preparation of the master plan/cluster plan (used interchangeably) is based on a participatory approach with government institutions, local communities, civil society organizations and local government units representing the citizens and all related parties. The procedural steps related to the planning process will be guided by the “Physical Planning Manual”. In the same context, the methodology will be guided by the “HRIAM” in the process of preparing the master plan. The HRIAM uses both quantitative and qualitative indicators. Accompanied with semi-structured open interviews they allow the ex-ante and ex-post analysis of the human rights impact of the planning interventions on the human rights of Palestinian residents in Area C. Quantitative and qualitative approaches will also include process indicators particularly relating to internal risks involving the engagement of the planners with the local population. The assessment will not be able to cover any other sector of society other than the residential sector and its basic needs including access to grazing zones, water resources, workplaces and basic services. It will also not assess the impact on the human rights of individuals.

The work methodology includes the completion of the following stages and activities within a period not exceeding 10 months, as shown in the following table:

**Table (2): Phases, activities and timeframe for preparing the “Cluster Plan”**

Phase	Main and Secondary Activities	Time (in months)
<b>Preliminary Phase</b>	<ul style="list-style-type: none"> <li>○ <b>Forming the planning teams and designing the planning process</b></li> <li>○ Approving the structure of management for preparing the plan</li> <li>○ Approval of a detailed and temporal program for the preparation of the plan</li> <li>○ <b>Identify partners and stakeholders</b></li> <li>○ Forming community and sectoral committees and identifying the relevant roles and activities</li> <li>○ Adopting a plan for mobilization and advocacy for the planning process</li> <li>○ <b>Launching the master plan with partners and stakeholders</b></li> </ul>	<b>0.5 month</b>
<b>First Phase</b>	<ul style="list-style-type: none"> <li>○ <b>Situation and regional analysis</b></li> <li>○ Diagnostic study of the status quo at the regional and local levels, and analysis of the available developmental and strategic sectors through consultation with stakeholders (local authorities, line ministries and institutions)</li> <li>○ Analysis of carrying capacity in terms of land availability (i.e., identification of open areas), and land (ecological) suitability for spatial development (by considering ecological criteria such as water sensitivity, soil types, and in accordance with the definitions of the Protection Plan of the National Spatial Plan)</li> <li>○ Review the content of the local outline plans and the local development agenda (action plans) prepared for the targeted Palestinian communities</li> <li>○ Design and prepare a designated database for the master plan and conduct field-based surveys and information storage</li> <li>○ Preparation of a draft diagnostic and sectoral analysis including the potential and challenges of development in the following areas: <ul style="list-style-type: none"> <li>▪ Infrastructure-Roads and Transportation, Water and Sewage Networks</li> <li>▪ Local Economy</li> <li>▪ Public Health</li> <li>▪ Education</li> <li>▪ Tourism, etc.</li> </ul> </li> </ul>	<b>2 months</b>
<b>Second Phase</b>	<ul style="list-style-type: none"> <li>○ <b>Define the developmental and spatial vision (16 years)</b></li> <li>○ Identify development issues and objectives and implementation priorities</li> <li>○ Develop and adopt progress indicators</li> <li>○ <b>Identify trends in future spatial growth (8 years)</b></li> <li>○ Development of scenarios for the future population growth of the targeted area with to the purpose of linking urban and rural areas (and weighing them in consultation with stakeholders and specialists)</li> <li>○ Re-define the hierarchy and level of spatial intervention of social services in line with the adopted scenario for the future population growth of the targeted area</li> </ul>	<b>1.5 month</b>



	<ul style="list-style-type: none"> <li>○ Provide conceptual plans and planning guidelines to deal with development priorities, including road and public transport networks, public and green areas, etc.</li> </ul>	
<b>Third Phase</b>	<ul style="list-style-type: none"> <li>○ <b>Prepare the master plan for the planning area</b></li> <li>○ Prepare and update detailed local outline plans for the communities prioritized within the framework of the overall master plan (within the cluster), whereas the planning boundary will be determined in consultation with the local communities</li> <li>○ Prepare relevant regulatory provisions</li> <li>○ <b>Submit the agreed versions of the cluster and local plans to ICA (in case the MoLG decided to do so)</b></li> <li>○ Hold preliminary discussions with the Israeli authorities</li> </ul>	<b>2 months</b>
<b>Fourth Phase</b>	<ul style="list-style-type: none"> <li>○ <b>Identify local development programmes and interventions</b></li> <li>○ Identify the local development interventions and presentation of future spatial directions and linking them spatially</li> <li>○ Put together plans for implementation and follow-up within a specified time frame</li> <li>○ <b>Build the technical planning and organizational capacities</b></li> <li>○ Raise the technical capacity of the representatives of local government units and line ministries to follow up with the authorization and implementation processes of the master plan</li> </ul>	<b>1month</b>
<b>Fifth Phase</b>	<ul style="list-style-type: none"> <li>○ <b>Launch the prepared master plan</b></li> <li>○ Prepare and approve a promotion plan for the prepared detailed master plan</li> <li>○ Agree with the Israeli side on the planning boundaries (blue line)</li> </ul>	<b>0.5 month</b>
<b>Final Phase</b>	<ul style="list-style-type: none"> <li>○ <b>Prepare the relevant sectoral (detailed) plans and clearing them with the respective branches of the ICA, which include:</b></li> <li>○ Infrastructure-Roads and Transportation, Water and Sewage Networks</li> <li>○ Local Economy</li> <li>○ Public Health</li> <li>○ Education</li> <li>○ Tourism, etc.</li> </ul>	<b>2.5 months</b>

## 6. Responsibilities of MoLG

MoLG teams will support with the following:

- Providing the available information related to the preparation of the master plan including: recent aerial photo with high resolution to be used in the analysis of the carrying capacity of the targeted area and to link planned interventions spatially; the available detailed local outline plans for the targeted communities; and the available local development agenda (actions plans) for the targeted communities.
- Providing a legal counsel with experience in the process of preparing and approving local outline plans.

- Participate in meetings and workshops and help mobilize relevant stakeholders in the planning process.

UN-Habitat at the bequest of the EU will commit to the payment of financial obligations as specified in the agreement, between UN-Habitat and the selected organisations as implementing partners.

## **7. Responsibilities of the implementing partner**

The work of the implementing partner rallies around the provision of technical support to the preparation of the “cluster plan” in the Central Jordan Valley. The implementing partner will facilitate the preparation of the detailed master plan and the development agenda and to represent the targeted communities in technical meetings with ICA and in coordination with the Palestinian governmental units, especially the MoLG (in case they decided to do so). The implementing partner should be committed to cover all costs related to the implementation of the following main tasks, as set forth in the payments schedule (Annex 2). Stressing the importance of adhering to the timetable and the technical staff assigned to complete all work.

Chiefly, the implementing partner will perform the following main tasks – see table 2 above for more detailed information:

- Forming a core planning team from the line ministries and targeted communities to follow-up with the various planning activities.
- Obtaining the necessary aerial photos and process them technically with accuracy of 10 cm, which are available on the GeoMoLG platform and the General Directorate of Urban Planning. The aerial photo will be used to prepare the basic maps needed for the preparation of the master plan. In addition, it's the responsibility of the implementing partner to digitize, 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 topography; download the land blocks and parcels used for land settlement purposes to reflect the reality; and download any land parcellations duly certified.
- Conducting household-level planning surveys of the targeted areas outside of the planning boundaries, including available public services and facilities and as agreed with UN-Habitat and MoLG.
- Linking the information collected from field surveys spatially using Geographic Information System (GIS).
- Building the technical, planning and organizational capacity of representatives of the line ministries and the participating local government units (through specialized workshops).
- Organizing workshops at the level of the targeted communities to develop a unified strategic spatial vision to be translated in terms of land uses within the detailed master plan.
- Preparing detailed descriptive reports and various planning alternatives, to be discussed within the framework of the “HRIAM”.
- Modifying the master plan, detailed designs and regulations as agreed upon with the targeted Palestinian communities to regulate the development and future urban expansion and the common boundaries of these communities, taking into consideration the provision of connecting main roads between the communities within the boundaries of the plan; stipulating regulatory uses and common services for all targeted communities without violating the directions and uses according to the National Spatial Plan and to follow the relevant procedures of amendments where necessary.
- Presenting of the master plan and its annexes to the Regional Planning Committees<sup>5</sup> for adoption.
- Submit the agreed version to and discuss it with ICA, in case it was decided by MoLG.
- Preparing of relevant detailed plans and submitting them to ICA, in case it was decided by MoLG.
- Preparing a joint development agenda that highlights the development priorities within a specific time frame and link it spatially.

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<sup>5</sup> Final deliverables will be presented before the three regional planning committees: Tubas, Nablus and Jericho for adoption. However, a joint committee of representatives from each governorate regional committee will be formed to follow-up with the implementing partner during the process of preparing the Cluster Plan.

## 8. Deliverables (Reports)

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

**Table (3): Main deliverables of the “Cluster Plan” and its expected date**

Number	Deliverables (Reports / Studies / Plans)	Expected Date
1	<b>Initial report</b> Including the methodology, work plan, detailed timetable and the necessary arrangements for the project, including the tasks assigned to the planning teams, community and sectoral committees, stakeholders, and the advocacy plan for the planning process	After 0.5 month of signing the agreement
2	<b>Diagnostic Report</b> Including analysis of the status quo, analysis of development sectors, strategy and database, review of prepared local outline plans and planning vision for the completion of planning in other communities	After 2.5 months of signing the agreement
3	<b>Detailed master plan (regulatory plan for land use)</b> Including the spatial development vision, future growth trends and details of the master plan, including the regulatory plan for land use, regulatory provisions and community support for the plan	After 7months of signing the agreement
4	<b>Periodic reports</b> Including workshop reports, community meetings and monthly achievement reports	Based on achievement and a time period not exceeding 1 month
5	<b>Final Report</b> Including the work process, the various activities and outputs, as well as the problems and obstacles during preparation and any recommendations proposed by the implementing partner	After 9 months of signing the agreement

- All project documents (including studies and drawings) should be delivered as electronic copies (open files) and 2 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 others). The delivered maps should be compatible with the versions attached to the studies.
- Maps used in the study (sectoral assessments (such as roads), development potentials and challenges, and land use plans) should be laid out on A3-sized sheets and folded into the printed documents (not as prescribed in the “Physical Planning Manual”). Other required documents and outputs shall be in accordance with the technical specifications prescribed in the “Physical Planning Manual” and the GeoMoLG system.

## 9. Required qualifications of the implementing partner

1. **The implementing partner must be a registered organisation with relevant experience** in spatial planning policies, community mobilisation, gender equality and local governance. The implementing partners are encouraged to enter into partnerships with other private or non-for-profit organizations that have the relevant experience.

2. The implementing partner must provide a multidisciplinary team to address and accomplish the required tasks. The team must have members holding university degrees and practical experience and skills in spatial planning, community development, public policy, in addition to excellent communications skills, familiarity with and experience in community mobilising and motivating the community on participatory community activities, and including gender mainstreaming
3. The implementing partner is required to form the required staff as per the below table, additionally to attach CVs for the proposed staff, together with their signed commitment to participate in the project

<b>Table (4) The required staff for preparing the “Cluster Plan”</b>		
<b>Specialty</b>	<b>Qualifications</b>	<b>Responsibilities</b>
1. Spatial Planning Expert/Team Leader	<ul style="list-style-type: none"> <li>• University degree in spatial planning</li> <li>• At least 10 years of experience in spatial planning</li> <li>• Preference given to those familiar with the methodology of “Physical Planning Manual” and “Human Rights Impact Assessment Mechanism” adopted by MoLG</li> <li>• Proven ability to lead and manage teams</li> <li>• Communication skills needed</li> <li>• Experience in analysis and report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Leading a team of experts, facilitate meetings and workshops</li> <li>• Coordination with various stakeholders of the project during the implementation of various activities</li> <li>• Carry out an introduction workshop for the targeted communities and core planning team, in order to present project objectives, methodology and roles of the different parties</li> <li>• Prepare various reports</li> <li>• Ensure the quality of deliverables</li> <li>• Evaluate and analyze all development sectors and services from a geo-political point of view</li> <li>• Participate in various meetings and workshops</li> <li>• Contribute in the development of the spatial development framework and in the preparation of the master plan</li> <li>• Represent local communities in technical discussions with planning committees (Palestinian and Israeli sides)</li> <li>•</li> </ul>
2. Planning Assistant	<ul style="list-style-type: none"> <li>• First University degree in spatial planning with at least 5 years of experience</li> <li>• Preference given to those familiar with the methodology of “Physical Planning Manual” and “Human Rights Impact</li> </ul>	<ul style="list-style-type: none"> <li>• Support the team leader in all responsibilities assigned to her/him in full collaboration with UN-Habitat and MoLG</li> <li>• Participate in the evaluation and analysis of the local economy (industry, tourism, trade, etc.)</li> <li>• Estimate costs of implementing future development according to the</li> </ul>

	<p>Assessment Mechanism” adopted by MoLG</p> <ul style="list-style-type: none"> <li>• Communication skills needed</li> <li>• Experience in analysis and report writing</li> </ul>	<p>adopted spatial development framework</p> <ul style="list-style-type: none"> <li>•</li> </ul>
3. Transportation and Infrastructure Expert	<ul style="list-style-type: none"> <li>• University degree in transportation engineering</li> <li>• At least 7 years of experience in transportation and infrastructure planning</li> <li>• Preference given to those with experience in the preparation of master plans</li> </ul>	<ul style="list-style-type: none"> <li>• Provide transportation and infrastructure analysis, and provide related development potentials and challenges</li> <li>• Participate in the different workshops, orientation meetings and technical meetings to discuss deliverables with project partners</li> <li>• Participate in development and updating of the spatial development framework, and the land use plan</li> <li>• Participate in developing special regulations to maintain the sector proposals in the planning area</li> <li>• Prepare roads and infrastructure networks in accordance to the needs of the planning area</li> </ul>
4. Environment and Agriculture Expert	<ul style="list-style-type: none"> <li>• University degree in environmental engineering</li> <li>• At least 5 years of experience in the area of specialization</li> <li>• Familiarity with the methodology of contained within the “Physical Planning Manual” adopted by MoLG</li> <li>• Preference given to those with experience in the preparation of master plans</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze and evaluate the environment sector and solid waste</li> <li>• Participate in the formulation of the planning framework as it relates to the sector</li> <li>• Participate in the formulation of a spatial development framework and land use plan</li> <li>• Participate in the different workshops, orientation meetings and technical meetings to discuss deliverables with project partners</li> <li>• Participate in developing environmental regulations in accordance to the regulations and laws of the sector institutions</li> </ul>
5. Surveyor	<ul style="list-style-type: none"> <li>• University degree in surveying</li> <li>• At least 5 years in the area of specialization</li> <li>• Preference given to those with experience in the preparation of master plans and land use plans</li> </ul>	<ul style="list-style-type: none"> <li>• Check the aerial photographs deliverables, inspect for accuracy and clarity</li> <li>• Conduct necessary field surveys to ensure proposed plans match reality on the ground (land deduction, road networks, etc.)</li> <li>• Check all plans in terms of shape and presentation</li> </ul>

6. AutoCad or GIS Drawer	<ul style="list-style-type: none"> <li>• At least a diploma degree in maps drawings</li> <li>• At least 5 years in the area of specialization</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare all required maps using AutoCad or GIS</li> <li>• Clearing all produced maps after discussion with the GIS department at MoLG</li> </ul>
7. Field Researcher	<ul style="list-style-type: none"> <li>• At least a diploma degree, with preference in specialization related to social sciences, demography, or other related disciplines</li> <li>• At least 3 years of experience in field work</li> </ul>	<ul style="list-style-type: none"> <li>• Collect the needed data and information to carry out the various studies and plans</li> <li>• Assist experts and specialists to carry out their responsibilities</li> </ul>

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 consultant is required to submit a written letter from the person who is being replaced stating his/her agreement to it and explaining the reasons

## 10. Annexes

Annex (1): Technical and Financial Appraisal

Annex (2): Payment Schedule

Annex (3): Form of CV

Annex (4): Financial Offer Form

## **Annex (1): Technical and Financial Appraisal**

**Organisations must deliver technical and financial submissions separately in electronic format.** The financial offer needs to be in a separate document.

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

The Technical and Financial Appraisal consists of four phases:

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

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

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

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

The technical evaluation covers three sections, namely:

Section 1: Organisation's qualification, capacity and experience

Section 2: Proposed Methodology, Approach and Implementation Plan

Section 3: Management Structure and Key Personnel

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

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

## **Annex (2): Payment Schedule**

The payments for the preparation of the “cluster plan” shall be paid to the implementing partner, according to the following:

- First installment: 25 per cent of the value of the contract after signing the agreement and submit the work plan and structure of the project management and delivery of the initial report and approval by UN-Habitat and MoLG.
- Second installment: 30 per cent of the contract value after the delivery of the diagnostic report and approval by UN-Habitat and MoLG.
- Third installment: 30 per cent after delivery of the master plan and delivery of the final report and delivery of all outputs (documents and reports) with the number of copies and specifications required, and after the approval of UN-Habitat and MoLG and delivery of the master plan and related studies to the ICA through a discussion meeting (if acceded by local government units and MoLG).
- Fourth and final installment: 15 per cent of the value of the contract after representing the local communities in the discussions with the Israeli authorities, in case of progress in the discussion process and endorsement of the blue line (planning boundaries) for a period of not more than 9 months after the deposition of the plan within the Israeli system.

The implementing partner should provide all deliverables as outlined in section 8 and as will be agreed in the work plan included in the initial report



**Annex (3): Form of CV of consultant team**

**General Info:**

<b>Position</b>		<b>Candidate</b>	
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Disability</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Educational Experience:**

Degree	Institution	Specialisation	Graduation Year
PhD			
Master			
Bachelor			
Diploma			

**Language Qualifications:**

Language	Qualifications

**Relevant Local Experience (start with the most recent):**

Total Years of Locals Experience		
1	Project	
	Year	
	Location	
	Client	
	Position	
2	Project	
	Year	
	Location	
	Client	
	Position	
3	Project	
	Year	
	Location	
	Client	
	Position	

**Relevant International Experience (start with the most recent):**

Total Years of International Experience		
1	Project	
	Year	
	Location	
	Client	
	Position	
2	Project	
	Year	
	Location	
	Client	
	Position	
3	Project	
	Year	
	Location	
	Client	
	Position	

**Other Sections (to be added, if needed)**


**Annex (4): Financial Offer Form**

	<b>Expenses</b>	<b>Unit</b>	<b>No of units</b>	<b>Unit rate (USD)</b>	<b>Costs (USD)</b>
<b>1</b>	<b>Human Resources</b>				
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 month			
1.2.3		Per month			
	<b>Subtotal Human resources</b>				
<b>2</b>	<b>Office &amp; Equipment</b>				
2.1		Per month			
2.2		Per month			
2.3		Per month			
	<b>Subtotal Office &amp; Equipment</b>				
<b>3</b>	<b>Other costs and services</b>				
3.1		Flat rate			
	<b>Subtotal other costs and services</b>				
<b>4</b>	<b>Training/Awareness/Advocacy</b>				
4.1					
	<b>Subtotal Training/Awareness/Advocacy</b>				
	<b>Grand Total</b>				

**End of SOW**