



Terms of Reference & Scope of Services

Development of Public Spaces Policy for the Palestinian Local Governments

March 2022



Terms of Reference

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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 EAW 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 EAW by local authorities and municipalities.

UN-Habitat in cooperation with the Ministry of Local Government intends to use part of the grant to hire an **individual consultant** to perform specific tasks under the contract entitled “Development of Public Spaces Policy for the Palestinian Local Governments”. The proposed consultancy will support UN-Habitat’s efforts to develop a sound public spaces policy where local governments can build their local strategies in this regard, with a specific focus on providing safe, inclusive and accessible public space for women and girls, especially in the most disadvantaged communities, the policy produced should follow a participatory approach and build on the previous studies, surveys and activities already executed under HAYA project.

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. BACKGROUND

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 states: 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*” and also for the “*proportion of persons victims of physical or sexual harassment, by sex, age, disability and place of occurrence, in the previous 12 months*”.

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.

Therefore, the requested assignment is considered a key milestone to inform policy makers at the local and national levels on what policy norms are needed to create, operate and use public spaces in a safe and inclusive manner.

3. SCOPE OF SERVICES

3.1 Main Objectives

The main objective of this assignment is to support MoLG to develop the public spaces policy in addition to update local public space strategies of (Jericho and Khan-Yunis) municipalities, based on assessments and studies produced by HAYA Joint Programme.

3.2 Main Tasks and Expected Outputs:

In realization of the objective of this assignment, the individual consultant will be expected to provide the following:

<p>Phase One: Preparation Phase</p> <p>(Two weeks)</p>	<ul style="list-style-type: none"> ○ Kick off meeting with HAYA team to discuss and agree on the scope of the assignment ○ Desk review of relevant studies and assessments including the documents produced through HAYA Joint Programme; the desk review includes -but not limited to-: <ul style="list-style-type: none"> ○ City- wide Assessment reports. ○ Site Specific Assessment reports. ○ Legal Study for public spaces. ○ Jericho and Khan-Yunis Strategies for local Spaces. ○ Steps to prepare LG policy Note booklet. ○ UN-HABITAT City-Wide Public Space Strategies Guidebook ○ Analysis of two regional or international case studies, ○ Provide a detailed work plan and methodology ○ Based on the findings of the literature review and case studies analysis, the consultant is requested to support MoLG and HAYA team to prepare the stakeholders list of the National Committee that should be involved in the process and prepare the consultation plan that should be approved by HAYA Team. <p>Expected outputs: Inception report (English) including summary of the desk review findings and case studies, suggested work plan and methodology and approved consultation plan and stakeholder list.</p>
<p>Phase Two: Development of Public Space</p>	<ul style="list-style-type: none"> ○ Conduct field visits to targeted municipalities to: <ul style="list-style-type: none"> a) Conduct interviews / meetings “per municipality”, meetings should include decision makers, active staff working on public

<p>Strategies of targeted municipalities.</p> <p>(Four weeks)</p>	<p>spaces. To assess and finalize the Public Space strategies.</p> <p><i>Note: (Meetings can be held via the Zoom platform or any convenient online platforms if Covid-19 incidents occurred)</i></p> <p>b) Deliver 2 validated Local Public Space strategies for Jericho and Khan Yunis</p> <p>Expected outputs: Two Public Space Strategies for Jericho and Khan Yunis with Arabic with English Summary, including needed annexes per each strategy document.</p>
<p>Phase three: Facilitation of Policy making meetings/ workshops</p> <p>(Six weeks)</p>	<ul style="list-style-type: none"> ○ Conduct meetings/ workshops with policy makers and key stakeholders according to the agreed upon plan. ○ Provide data and information needed to prepare the policy document. <p>Expected outputs: Consultation Report (Arabic with English Summary) including information gathered and annexes of documented workshops/meetings,</p>
<p>Final Phase: Public Spaces Policy development and launching</p> <p>(Seven weeks)</p>	<ul style="list-style-type: none"> ○ Prepare the draft detailed policy note and discuss it with the National Committee. ○ Present the findings of consultations and studies prepared for HAYA team and MoLG decision Makers for feedback and endorsement. ○ Produce the final Policy Note “Public Space Policy for Palestinian Local Governments”. ○ Facilitate the launching of the Public Space Policy Workshop². <p>Expected outputs: Detailed Public Space Policy for Palestinian Local Governments including associated implementation strategies with associated milestones, duty bearers and timeframe (Arabic with English summary). And a final Report (in English)</p>

4. ASSIGNMENT’S TIMEFRAME:

The duration of the assignment is expected to be **five (5) calendar months**, starting from the date of signing the contract.

² Logistics for workshops will be done by UNHABITAT

5. DELEVIRABLELS ³

Item	Deliverable Name	Expected Due Date
Phase I (Preparation Phase):	Inception Report (English) that includes workplan and methodology of the assignment, desk review findings and case studies analysis, list of key stakeholders and the consultation plan	Two weeks after signing the contract
Phase II: Public Space Strategies of target municipalities.	Two Public Space Strategies documents (in Arabic with English Summery).	Six weeks after signing contract
Phase III: Facilitation of Policy makers meetings/ workshops	Consultation Report (Arabic with English Summery) that includes all needed studies/ information, presentations, and documentation of in person and online workshops/ meetings,	Twelve weeks after signing the contract
Phase IV: Public Space Policy development and launching	Final Report that includes findings, reflections and recommendations on way forward. And the “ Public Space Policy for Palestinian Local Governments ” document.	Nineteen weeks after signing the contract

³ Deliverables should be submitted to the Client in two hard copies and soft copies. The files should be in an open editable format documents docs, ptx, AutoCAD, shape files, Excels, Etc.

6. LEVEL OF EFFORT

The Consultant 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 (55) working days.

Task	Man/month (LoE)
Phase I (Preparation Phase):	6
Phase II	14
Phase III	20
Phase IV	15
Total Number of Days	55

7. CONTRACT TYPE AND PAYMENT SCHEDULE

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

- **First Payment: 40% after the approval of the first and second phases deliverables.**
- **Final Payment: 60% after the approval of the third and fourth phases deliverables.**

8. CONSULTANT COMPETENCIES, SKILLS AND EXPERIENCE

The assignment will be conducted by an external consultant recruited by UN-Habitat who has the needed skills to carry out the tasks as identified in the ToR. The contracted consultant will have the sole accountability to UN-Habitat and will be responsible for all listed deliverables.

The requested competencies, skills and experience are:

Functional Competencies:

- Excellent facilitation and communication skills;
- Excellent understanding of the local government context and the planning system in Palestine.
- Excellent research, analysis and writing skills;
- Excellent understanding of the underlying issues related to policy development, safe and inclusive public space development, and gender;

Core competencies:

- Awareness and sensitivity regarding gender issues
- Accountability

- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Education:

- A degree in Architecture, Urban Planning, Urban Design, Public policy or any related field.

Experience:

- 15 years of relevant working experience
- A proven record of experience in working on developing policy documents, manuals, guidelines, toolkits, reports and assessment studies, preferably within the local government sector.
- A proven record of experience in meetings and workshops facilitation
- Experience in gender responsive planning is a core asset
- Experience with the UN is an asset.
- Experience working with the Ministry of Local Government and municipalities is an asset.

Languages:

- Fluent in Arabic and English.

9. SUBMISSION REQUIREMENTS

The Consultant should submit technical and financial proposals 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 **5 April 2022**.

The Consultant is required to submit the following for the technical submission:

- A proposal that includes the Proposed Methodology, Approach and Implementation Plan
- Sample of similar assignments conducted by the consultant which illustrates his/her experience in the requested tasks.

The Consultant is required to submit the following for financial submission:

- A financial offer in the currency of United States Dollars (USD) including a breakdown of the different costs.

- Certified true copy from a bank on the details of account of the Consulting firm, including name, address, account number, wire instructions, etc