

Al-Ard for Agricultural Development (AL-ARD)

In partnership with: Experts-Solidaires

For the project: “Integrated water resources management and improvement of living conditions for rural households in the West Bank Phase 2.”

Funded through: AFD (French Development Agency), AERMC (Rhône Mediterranean Corsica Water Agency), Metropole of Montpellier, and Occitanie Region

“Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas)”

Reference # EX-2-2025

September 2025

INVITATION TO BID

Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas), Ref# EX-2-2025

Al-Ard for Agricultural Development (AL-ARD) In partnership with Experts-Solidaires, are implementing the project entitled: *“Integrated water resources management and improvement of living conditions for rural households in the West Bank Phase”*, which is funded through : AFD (French Development Agency), AERMC (Rhone Mediterranean Corsica Water Agency), Metropole of Montpellier, and Occitanie Region. Within this project, Al-Ard announces a bid to **Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas).**

Those who are interested in applying for the above-mentioned bid should receive the bid's documents forms Al-Ard's office in Ramallah, between 8:30 am and 3:30 pm, starting from Monday, 1/9/2025 (Friday and Saturday are official days off) until Wednesday, 17/9/2025. The bids shall be returned to Al-Ard's office – Ramallah, no later than Thursday 18/9/2025 at 12:00 pm. The bids will be opened on Thursday, 18/9/2025 at 1:00 pm at Al-Ard's Office in Ramallah (Al Bireh/ Sateh Marhaba).

Notes:

1. Bidders should provide the registration certificate and a valid deduction at source **or 10% will be deducted.**
2. The tender's currency is Euro and the winner bidder should provide a VAT exempted invoice.
3. The Bidding Committee is not restricted or restrained to accept the lowest prices.
4. All bidders must submit a certified bank guarantee or bank check that equals 5% of the offered bid. This guarantee must remain valid for 90 days after the submission date of tenders. personal cheques will not be accepted; otherwise, the tender will be neglected.
5. For more information about the bid, please contact us on abeer@al-ard.org.

CALL FOR BID

Dear Bidders,

Al-Ard Association is a Palestinian civil society organization engaged in strengthening and empowering the Palestinian farmer to acquire the capacity of accessing his/her natural resources and basic rights stipulated in the Charter of the United Nations and the Universal Declaration of Human Rights, which are guaranteed by all International Laws, represented by Mr. Fares Al Fares.

Experts-Solidaires, is a French NGO based in Montpellier, France who supports the development of vulnerable populations in the world by supplying technical support, represented by its director, Jean-Pierre MAHE.

Al-Ard for Agricultural Development (AL-ARD) hereby invites you to fill a bid for **“Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas)”**. The bid documents include the Bid Invitation and the Annexes that have to be duly and completely fulfilled.

Bidders shall carefully read the bidding documents, check the TOR before filling the bid and then sign them.

The bidder shall fill the attached invitation response application and submit the offer in a **closed envelope** to Al-Ard’s office in Ramallah before **Thursday, 18/9/2025** at 12:00 pm.

The bids will be opened on **Thursday, 18/9/2025** at 1:00 pm at AL-ARD’s office in Ramallah.

Sincerely,

Procurement Officer

Al-Ard for Agricultural Development

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INVITATION FOR BID FOR

“Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas)”

Project Title: “Integrated water resources management and improvement of living conditions for rural households in the West Bank Phase 2.”

Bid reference: EX-2-2025

A. PREAMBLE

1. Timetable

	DATE	TIME
Launch of the bid	1/9/2025	9:00
Deadline for the submission of bids	18/9/2025	12:00 pm
Clarification meeting	Online meeting via Teams	11/9/2025
Bid opening session	18/9/2025	1:00 pm
Notification of award to the successful Bidder	7-14 days	-

The Contracting Authority will pay careful attention and annotate the time of submitted bids (Deadline for the submission of the bids), and only bids delivered before **12:00 pm** will be accepted.

2. Services to be provided.

- 2.1 The subject of the Contract is the provision by the Consultant of the following service: **Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas).**
- 2.2 Participation is open to Consulting firms registered and classified with the Palestinian Engineers Association in water and wastewater, first and second degree.
- 2.3 Bidders are not authorized to tender for a variant in addition to the present tender.

3. Submission of the Bid

- 3.1 Bids who are interested to submit a bid must read carefully all the bid documents and sign all the pages of the bid dossier.
- 3.2 Bids must be received before the deadline specified in the timetable above. The Bid must include the Bid submission forms from **Annex I to Annex VII, a copy of VAT (valid) and company registration certificate issued by the companies’ controller**, and be sent or delivered by hand to the following address:

AL-ARD Office – Al Bireh/ Sateh Marhaba, Ramallah

- 3.3 The bid, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
- a. The above-mentioned address 'AL-ARD';
 - b. The reference code of this tender (**EX-2-2025**);
 - c. The **name of the Bidder in English or Arabic**.

4. Content of the Bid

- 4.1 The Bidder will be provided with bid documents mentioned in the bid invitation for a sum of 50 \$ non-refundable.
- 4.2 The bid dossier includes the Invitation and the following Annexes:
- a. Bidder's information (ANNEX I)
 - b. Bidder's declaration(s) (ANNEX II)
 - c. Information Chart of the Bidder (ANNEX III)
 - d. Work Plan (ANNEX IV)
 - e. Financial Identification Form (ANNEX V)
 - f. Terms of reference (ANNEX VI)
 - g. Financial Offer (ANNEX VII)

B. GENERAL CONDITION

5. Eligibility Criteria

- 5.1 Participation in bidding is open on equal terms to natural and legal persons (participating either individually or in a grouping [consortium] of Bidders). Bidders must provide evidence of their status.
- 5.2 These rules apply to:
- a. Bidders;
 - b. Members of a consortium;
 - c. Sub-Consultants.
- 5.3 The Contracting Authority will exclude from participation in a procurement procedure candidates or Bidders falling into any of the following cases:
- a. They are bankrupt or are being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b. They have been convicted of an offence concerning their professional conduct by a judgment that has the force of *res judicata*;
 - c. They have been guilty of grave professional misconduct proven by any means that the Contracting Authority can justify;
 - d. They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the Contract is to be performed;
 - e. They have been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
 - f. They have been declared to be in serious breach of Contract for failure to comply with their Contractual obligations.
 - g. Candidates or Bidders must declare that they are not in any of the situations listed above signing the Bidder's Declaration (ANNEX II)
- 5.4 Contracts shall not be awarded to candidates or Bidders who, during the procurement procedure:
- a. Are subject to a conflict of interest;
 - b. Are guilty of misrepresentation in supplying the information required by the humanitarian organization as a condition of participation in the Contract procedure or fail to supply this information. Bidders or

candidates who have been guilty of making false declarations will also incur financial penalties representing 10% of the total value of the Contract being awarded. That rate may be increased to 20% in the event of a repeat offence within five years of the first infringement.

6. Ethics clauses

- 6.1 Any attempt by a candidate or Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing bids will lead to the rejection of their candidacy or bid and may result in administrative penalties.
- 6.2 Without the Contracting Authority's prior written authorization, a consultant and its staff or any other company with which the Consultant is associated or linked may not, even on an ancillary or sub-contracting basis, supply other services, carry out work or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the Contract, give rise to a conflict of interest on the part of the Consultant.
- 6.3 When putting forward a candidacy or bid, the candidate or Bidder shall declare that he is affected by no potential conflict of interest and has no particular link with other Bidders or parties involved in the project. Should such a situation arise during performance of the Contract, the Consultant must immediately inform the Contracting Authority.
- 6.4 The Consultant must at all-time act impartially and as a faithful adviser in accordance with the code of conduct of his profession. The Consultant shall refrain from making public statements about the project or services without the Contracting Authority's prior approval. The Consultant may not commit to the Contracting Authority in any way without its prior written consent.
- 6.5 For the duration of the Contract, the Consultant and its staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state.
- 6.6 The Consultant may accept no payment connected with the Contract other than that provided for therein. The Consultant and its staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.
- 6.7 The Consultant and its staff shall be obliged to maintain professional secrecy for the entire duration of the Contract and after its completion. All reports and documents drawn up or received by the Consultant shall be confidential.
- 6.8 The Contract shall govern the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the execution of the Contract.
- 6.9 The Consultant shall refrain from any relationship likely to compromise his independence or that of its staff. If the Consultant ceases to be independent, the Contracting Authority may, regardless of injury, terminate the Contract without further notice, and without the Consultant having any claim to compensation.

- 6.10 The Contracting Authority reserves the right to suspend or cancel project financing if corrupt, fraudulent, collusive or coercive practices of any kind are discovered at any stage of the award process. For the purposes of this provision:
- **Corrupt practice** is defined as the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the activities of the Contracting Authority;
 - **Fraudulent practice** is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Contracting Authority to obtain a financial or other benefit or to avoid an obligation;
 - **Collusive practice** is an undisclosed arrangement between two or more Bidders or candidates designed to artificially alter the results of the bid procedure to obtain a financial or other benefit;
 - **Coercive practice** is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the bid process to influence improperly its activities.
- 6.11 All bids will be rejected or Contracts terminated if it emerges that the award or execution of a Contract has given rise to unusual commercial expenses.
- 6.12 Such unusual commercial expenses are commissions not mentioned in the main Contract or not stemming from a properly concluded Contract referring to the main Contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- 6.13 The Consultant shall supply the Contracting Authority on request with all supporting documents relating to the conditions of the Contract's execution. The Contracting Authority may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.
- 6.14 When putting forward a candidacy or bid, the candidate or Bidder shall declare its commitment to the non-exploitation of child labor and to the respect of basic social rights and working conditions. The Contracting Authority may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence of the enforcement of the above-mentioned principles.
- 6.15 In order to support the development of the Palestinian productive activities, I undertake to not purchase materials, machineries and any related furniture produced by Jewish settlements in the West Bank. The Contracting Authority reserves the right to inspect randomly the above-mentioned items in order to check their provenience.

7. Language of offer

- 7.1 The invitation document is available in English language. The offers, all correspondence and documents related to the bid exchanged by the Bidder and the Contracting Authority should be written in the prevailing language of the procedure, which is **English. In case of disputes or misunderstandings, the English version will prevail. The Annexes must be duly filled in English.**
- 7.2 Supporting documents and printed literature furnished by the Bidder may be in another language, provided – when requested – they are accompanied by a translation into the language of the procedure. In case any problem of interpretation will arise, English version will prevail.

8. Period of validity

- 8.1 Bidders shall be bound by their bids for a period of **90 days** from the deadline for the submission of bids.

9. Pricing and Currency

- 9.1 The prices of the offers will be expressed in **EURO**, and they must be expressed in a way that must be inclusive of all annexed costs such as transport, insurance, handover and work on site.
- 9.2 The prices should be expressed in EURO **excluding VAT (16%)**.
- 9.3 The prices will be considered fixed and valid for the entire duration of the Contract until the complete execution of the service. No additional charge of whatsoever nature and type will be accepted by the Contracting Authority.

10. Work plan

- 10.1 The Bidders are requested to provide a work plan preferably using the format attached as Annex IV of the Bid Dossier, taking into consideration the deadline for the implementation and completion of the service.

11. Period of Implementation

- 11.1 The successful Bidder shall start the task after receiving the starting order from the contracting authority. The Consultant shall complete all the services within a maximum period of **24 weeks (6 months)** starting from the date of the signature of the Contract.

12. Site insurance and safety

- 12.1 The Consultant is advised to stipulate an insurance that covers all the staff employed in the activities.
- 12.2 The Contracting Authority is not responsible for any damage that may incur with the Consultant, his/her workers, his/her machinery and their properties or any other kind of damage.
- 12.3 The Consultant is responsible for providing all safety tools and procedures for his/her staff and shall take the necessary actions to ensure that health and safety is

complimentary to the law. The insurance costs shall be paid by the Consultant from his own resources and will be considered included within the prices of the bid items.

13. Site Facilities

13.1 It is the responsibility of the Consultant to secure the water and electricity sources, and everything needed for service performance. The costs shall be paid by the Consultant from his own resources and will be considered included within the bid items. The Contracting Authority, under any circumstances, will not be responsible for securing such sources or paying any costs.

13.2 The Consultant shall provide the needed materials for service delivery.

14. Labor Force

14.1 The Consultant shall do his best to choose his skilled labour force.

14.2 Workers must not be under the age of 18 years old.

15. Bid bail and Execution Guarantee

15.1 The Bidder must enclose a bank insurance document (bid bail) valid for 90 days in his bid. The amount of the bid bail shall be equal to the 5% of the total financial offer.

15.2 In case of rejection of the Bidder's offer, the bank guarantee will be disengaged immediately after the rejection communication. In the case of acceptance, the Consultant shall replace the 5% bid bail by a Good Performance Guarantee equal to the 10% of the amount of the Contract. It must remain valid for **6 months**, and it will be released after this date.

15.3 In the case of failing to sign the Contract, the Contracting Authority has the right to cut the sum of its losses from this bail to relegate the bid to another Consultant.

15.4 This guarantee shall be in the form of bank guarantee or certified cheques. Personal cheques or cash will not be accepted as bid bail or as Execution Guarantee.

16. Costs for preparing bids

16.1 N/A

17. Ownership of bids

17.1 The Contracting Authority retains ownership of all bids received under this bid procedure. Consequently, Bidders have no right to have their bids returned to them.

18. Joint venture or consortium

18.1 If a Bidder is a joint venture or consortium, the bid must be single with the object of securing a single Contract; each person must sign the bid and shall be jointly and severally liable for the bid and any Contract. Those persons shall designate one of their members to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior consent in writing of the Contracting Authority.

18.2 The bid must be signed by the representative of the joint venture or consortium only if he has been expressly so authorized in writing by the members of the joint venture or consortium, and the authorizing Contract, notarial act or deed must be submitted to the Contracting Authority in accordance with Article 5 of this Bid Dossier. All signatures to the authorizing instrument must be certified in accordance with the national laws and regulations of each party comprising the joint venture or consortium together with the powers of attorney establishing, in writing, that the signatories to the bid are empowered to enter into commitments on behalf of the members of the joint venture or consortium.

19. Subcontracting

19.1 Sub-contracting, the whole or part of the Contract, cannot be carried out without previous authorization of the Contracting Authority.

19.2 In any case, the Sub-consultant has to comply with the eligibility criteria and ethics clause stated in Articles 5 and 6.

20. Law applicable

21.1 In case of any dispute between the two parties that can't be resolved directly, then both parties shall agree on forming an arbitration committee including representatives of beneficiaries, the organizations, and MOA. If not possible; then civil Palestinian courts are the authorized body to do so.

21. Clarification meeting

22.1 A clarification online meeting Via TEAMS will be held on Thursday, 11/9/2025.

C. BID PROCESS

22. Additional information before the deadline for submission of bids

- 23.1 If f the Contracting Authority, either on its own initiative or in response to the request of a prospective Bidder, provides additional information on the bid dossier, it must send such information in writing to all other prospective Bidders at the same time. The eventual submitting of queries will not in any case delay the deadline for applying. Bidders may submit questions in writing report to the following e-mail: **abeer@al-ard.org before 11/9/2025, specifying the bid reference: EX-2-2025.**
- 23.2 Any prospective Bidders seeking to arrange individual meetings with the Contracting Authority during the bid period may be excluded from the bid procedure.

23. Alteration or withdrawal of bids

- 24.1 Bidders may alter or withdraw their bids by written notification prior to the deadline for submission of bids referred to in Article 3. No bid may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the bid procedure.
- 24.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 3. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- 24.3 No bid may be withdrawn in the interval between the deadline for submission of bids referred to in Article 3 and the expiry of the bid validity period. Withdrawal of a bid during this interval may result in forfeiture of the bid bail.

24. Cancellation of the bid procedure

- 25.1 In the event of a bid procedure's cancellation, Bidders will be notified by the Contracting Authority. If the bid procedure is cancelled before the outer envelope of any bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders.
- 25.2 **Cancellation may occur where:**
- a) the bid procedure has been unsuccessful, namely where no qualitative or financially worthwhile bid has been received or there has been no response at all;
 - b) the economic or technical parameters of the project have been fundamentally altered;

- c) exceptional circumstances or *force majeure* render normal performance of the project impossible;
- d) all technically compliant bids exceed the financial resources available;
- e) There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or in relation to the cancellation of a bid, even if the Contracting Authority has been advised of the possibility of damages.

The publication of a procurement notice does not commit the Contracting Authority to implement the program or project announced.

25. Opening of bids

- 26.1 The purpose of the opening and examination of bids is to check whether the bids are complete, whether the requisite bid guarantees have been furnished, whether the documents have been properly signed. If a bid is evaluated as not formally compliant by the procurement opening committee, it will be immediately rejected.
- 26.2 The bids (technical offers) will be opened in public session on **18/9/2025 at 1:00 pm, at AL-ARD Office in Ramallah.**
- 26.3 At the bid opening, the Bidders' names, written notifications of modification and withdrawal and such other information as the Contracting Authority may consider appropriate must be announced.
- 26.4 After the public opening of the bids, no information relating to the examination, clarification, evaluation and comparison of bids, or recommendations concerning the award of the Contract can be disclosed until after the Contract has been awarded.
- 26.5 Any attempt by a Bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the Contract will result in the immediate rejection of his bid.
- 26.6 All bids received after the deadline for submission specified in the procurement notice or these instructions will be kept by the Contracting Authority. The associated guarantees may be returned to the Bidders. No liability can be accepted for late delivery of bids. Late bids will be rejected and will not be evaluated.

26. Evaluation of bids

27.1 Examination of the administrative and technical conformity of bids

The aim at this stage is to check that bids comply with the essential requirements of the bid dossier. A bid is deemed to comply if it satisfies all the conditions, procedures and specifications in the bid dossier without substantially departing from or attaching restrictions to them. Decisions to the effect that a bid is not administratively compliant must be duly justified in the evaluation minutes. Once withdrawn the Bid it will not be possible for the Bidder to submit again an offer to the Evaluation Committee. After analyzing the bids deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the documents annexed in the bid concerning both the task to be carried out under the bid, and the professional ability of the Bidder.

Only the technically compliant bids will proceed for the financial evaluation.

27.2 Financial evaluation

The rates and prices inserted in the bill of quantities must correspond to the conditions laid down in the bid dossier. The financial and economic standing of the Bidder will be evaluated by the evaluation committee.

27.3 Request of clarifications

To facilitate the examination, evaluation and comparison of bids, the evaluation committee may ask each Bidder individually for clarification of their bid, including breakdowns of prices. The request for clarification and the response must be in writing only, but no change in the price or substance of the bid may be sought, offered or permitted. Decisions to the effect that a bid is not technically compliant must be duly justified in the evaluation minutes.

27.4 Award criteria

The Contracting Authority will proceed with the evaluation of administratively compliant bidders and an evaluation grid will be filled.

The bid commission will not necessarily choose on the basis of lowest price alone but will take into account on the basis of quality, work plan, compliance with international norms and experience of the Bidder **as described in the evaluation grid:**

Technical offer (80%):

- Tm: proposed methodology (20%)
- Tt: proposed team and staff involved (30%)
- Tx: relevance of experience and number of references (30%)
- TEval = Tm + Tt + Tx

Financial evaluation (20%):

- X0: best offer
- Xi: present offer
- FEval = 20 (1-(Xi-X0)/X0)

Global offer (100%)

- GEval = FEval + TEval

The decision will be up to the Contracting Authority only and it is considered incontrovertible.

The result of the bid will be notified to the eligible candidates in writing.

The Contracting Authority retains his right to split the Contract in different lots following the result of the comparison of the different offers received.

If the number of offers received is less than three, then the Contracting Authority has the right to renovate the call for bid.

27. Signature of the Contract

- 28.1 The result of the bid will be communicated to all Bidders in writing within **7 working days** after the evaluation session.
- 28.2 Within **7 calendar days** from the reception of the Contract already signed by the Contracting Authority, the selected Bidder must sign and date the Contract and return it, to the Contracting Authority. Upon signing the Contract, the successful Bidder will become the Consultant and the contract will enter into force.
- 28.3 The signing of the Contract is subject to the availability of funds.
- 28.4 If the successful Bidder fails to sign and return the Contract within **7 calendar days** after receipt of notification, the Contracting Authority may consider the acceptance of the bid to be cancelled without prejudice to the Contracting Authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful Bidder will have no claim whatsoever on the Contracting Authority.
- 28.5 The Contracting Authority reserves the right to vary the quantities stipulated at the time of ordering within a range of **15%** of the Contract price. Under this variation, the unit prices used in the bid shall be applicable to the quantities procured.

28. Validity of the Contract

- 29.1 The Contracting Authority will be obliged to pay only for the number of services performed by the Consultant. In case the project for which the purchase is charged will be suspended, the Contracting Authority will be in the position to suspend the signed Contract between the parties without any penalty clause.

D. CONTRACT - GENERAL CLAUSES

29. Type of Contract

- 30.1 Service contract.

30. Delays

- 31.1 In the event of delays in the implementation of the works, a penalty of 1/100 per day of the value of the services still to be implemented shall apply. The sum will be retained from the execution guarantee.

In the case that the delay will be more than **30 days**, the Contract will be deemed void.

31. Final approval

- 32.1 The Receiving Committee will examine the deliverables then issue a Certificate showing whether the service has been performed completely or partially in a proper way.
- 32.2 In case the Committee detects any kind of non-compliance in the services performed, they will prepare a detailed list of comments and attach it to the Certificate. The Consultant shall either accept what is stated in the Certificate and approve it by signing it or explain the reasons for refraining from signing the Certificate. The Certificate must specify the duration for completing all additional requirements needed in order to repair all defects.
- 32.3 If the Consultant fails to implement the necessary adjustments during the specified period or refuses to implement them, the Contracting Authority has the right to assign another Consultant to perform all adjustments required in the primary acceptance certificate. Those costs will be deducted from any of the Consultant's dues without any objection. The final approval will take place within **7 days** after the completion of the comments' adjustments.

32. Payment procedure

- 33.1 All payments will be carried out in **EURO** via bank transfer or check to the Consultant's bank account.
- 33.2 Payments will occur only after verification of the compliance of the services performed with the terms of reference attached as Annex VI and upon receipt of an original invoice issued by the Consultant.
- 33.3 In order to finalize the payment, the Consultant must provide to the Contracting Authority the following documents:

- a. Request for payment;
 - b. VAT exempted invoice;
 - c. Detailed invoice sheet in accordance with the BOQ;
 - d. Deduction at the source certificate;
- 33.4 The payment is subject to the availability of funds. Should any delay occur, the Contracting Authority will inform the Consultant in due time.
- 33.5 The currency variance is not applicable to this project.

Note: If the Annexes are not duly fulfilled, the tender may not be considered administratively compliant.

ANNEX I. BIDDER'S INFORMATION

Title of the Bid: Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas)

Ref: EX-2-2025

1. Submitted by:

	Name(s) of Bidder(s)	Nationality
Leader*		
Partner 2		
Partner 3		

* If this bid is being submitted by an individual Bidder, the name of the Bidder should be entered as 'leader'

2. Contact person (for this bid)

Name	
Address	
Telephone	
Fax	
E-mail	

Signature	Stamp
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ANNEX II. BIDDER'S DECLARATION(S)

Title of the Bid: Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas)

Bid Ref: EX-2-2025

In response to your letter of invitation, we the undersigned, hereby declare that:

We have examined and accept in full the content of the dossier for invitation to bid “**Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas)**”, **Bid Ref: EX-2-2025**; we hereby accept its provisions in their entirety, without reservation or restriction.

1. We offer to realize, in accordance with the terms of the invitation for bid and the conditions and time limits laid down, without reserve or restriction:
 - The Total Offer is (Price in EURO/ excluding VAT): _____
 - The Total Offer is (Price in EURO/ including VAT): _____

2. This bid is valid for a period of **90 days** from the final date for submission of bids, i.e., from

3. We are submitting this application in our own right and (as partner in the consortium led by (name of the leader...../ ourselves) for this bid. We confirm that we are not bidding for the same Contract in any other form with the project's partners. (We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the Contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, that the performance of the Contract, including payments, is the responsibility of the lead partner, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the Contract's performance).

4. We declare that we are not in any of the situations excluding us from participating in Contracts which are listed in Article 5 of the invitation to bid.

5. We agree to abide by the ethics clauses (Article 6) that we have no potential conflict of interests or any relation with other candidates or other parties in the bidding procedure at the time of the submission of this application.

- 6. We are bound to inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the Contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this Contract.

- 7. We note that the Contracting Authority is not bound to proceed with this invitation to bid and that it reserves the right to award only part of the Contract. It will incur no liability towards us should it do so.

Name and surname:

(.....)

Duly authorized to sign this bid on behalf of:

(.....)

Place and date:

(.....)

Stamp of the firm/company/ consultant and signature:

Signature	Stamp
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ANNEX III. FINANCIAL IDENTIFICATION FORM

Title of the Bid: Request for proposals: Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas)

Bid Ref: EX-2-2025

ACCOUNT HOLDER			
NAME			
ADDRESS			
TOWN/CITY			
POST CODE			
CONTACT			
TELEPHONE			
FAX		MAIL	
VAT NUMBER			

BANK	
NAME	
ADDRESS	
TOWN/CITY	
POST CODE	
COUNTRY	
ACCOUNT NUMBER	
BRANCH	
IBAN CODE	

REMARKS:

.....

Signature	Stamp
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ANNEX IV: TERMS OF REFERENCE

Preamble

French NGO, Experts-Solidaires, and Palestinian NGO, Al Ard for Agricultural Development, are implementing a Project entitled “Integrated water resources management and improvement of living conditions for rural households in the West Bank”.

The main sources of funding come from the following French partners:

- AFD (French Development Agency),
- AERMC (Rhone Mediterranean Corsica Water Agency),
- Metropole of Montpellier,
- Occitanie Region.

Experts-Solidaires and Al Ard are seeking a consultant to provide the following service “**Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank, Kharas/Hebron and Tayasir/Tubas**”.

1. Introduction

1.1 Description of the Project

1.1.1 A French Palestinian cooperation on integrated water resources management

Experts-Solidaires is a French non-profit organization created in 2011. Experts-Solidaires aims to accompany project holders, associations or municipalities, in implementing their actions toward international solidarity through managerial assistance and expertise. Experts-Solidaires works in the following fields: water and sanitation access, electricity access, agriculture and food security and protection of the environment.

Al-Ard is a Palestinian non-profit organization registered in November 2021 by the Palestinian Ministry of Interior. Al-Ard aims at strengthening and empowering the Palestinian farmers and rural communities to acquire the capacity to defend their rights and dignity. Al-Ard works in the following sectors of activities: agriculture, food security, fight against poverty, gender equality and the steadfastness.

Experts-Solidaires and Al-Ard are partnering to implement the Project entitled “Integrated water resources management and improvement of living conditions for rural households in the West Bank”. A first phase of the Project was implemented from 2019 until 2022, and a second phase is currently undergoing since January 2024 until December 2026.

1.1.2 Project context and overview

Project background and origins

Initially conceived as a response to the need for support in irrigated agriculture, Experts-Solidaires broadened the Project's scope to address rural water issues holistically by exploring the conditions necessary for implementing a local, pragmatic, and participatory Integrated Water Resources Management (IWRM) approach. In the first project phase (2019–2022), the hydrogeological-focused IWRM approach revealed limitations in a territory fragmented by occupation. This second phase

(2024–2026) leverages treated wastewater reuse (reuse) to initiate and strengthen local water management dynamics in two pilot territories within the Governorates of Tubas and Hebron.

Context and rationale

Water is a critical issue in Palestine. On one hand, both groundwater and surface water resources are limited and are becoming increasingly scarce, with Palestinians facing restricted access in a context of heightened occupation tensions. On the other hand, population growth and climate change are driving higher demands for drinking and agricultural water. In the face of water scarcity, it is essential to enhance alternative water resources; hence, the reuse of treated wastewater (TWW) has become a strategic priority. This project aims to promote a local Integrated Water Resources Management (IWRM) dynamic by developing coherent sanitation systems and treated wastewater reuse (TWWR). The initiative focuses on building the capacities of managers and users to improve planning, governance, and participatory management in two pilot territories within the Governorates of Hebron and Tubas.

1.2 Description of the Project areas

The Project is implemented in two pilot areas in the Governorates of Tubas and Hebron. In each Governorate, the area of intervention is restricted to the area under the authority of the local water service provider in charge of the management of water and sanitation services: Tubas Water Utility (TWU) and North Hebron Joint Services Council (NHJWSC). More specifically the Project focuses on the areas connected to the wastewater treatment plants (WWTP) of Tayasir and Kharas, hereafter called the “Territories”.

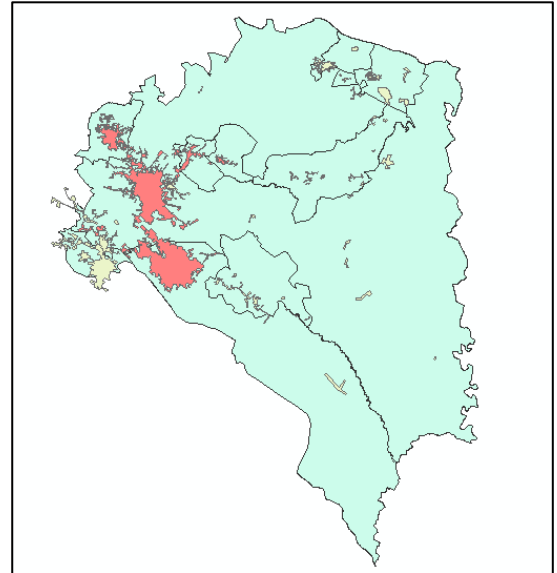
In each Governorate, the “Territory” corresponds to the following two areas:

- Upstream: the area corresponding to the artificial catchment of the existing and planned sewage network connected to the WWTP;
- Downstream: the area where the treated wastewater produced by the WWTP that is or can potentially be used for the reuse of (this area is concerns mainly agricultural lands):

Territory	Sanitation	Reuse
Governorate of Tubas	Catchment of Tayasir WWTP: North Tubas, Aqqaba, Al Aqaba, Tayasir	Tayasir
Governorate of Hebron	Catchment of Kharas WWTP: Kharas, Nuba, Beit Ula, Halhul	Kharas

1.2.1 Territory under the authority of Tubas Water utility

The Tubas Water Utility (WU) is the primary provider of water and wastewater services in Tubas Governorate, overseeing the distribution of these services across seven communities: Tubas, Tayasir, Aqaba, Ras al Far'a, Khirbet 'Atuf, Al-Aqaba, and Tammun, as indicated in the figure highlighted in red. The utility is responsible for managing and operating the Tayasir Wastewater Treatment Plant (WWTP), which serves four of these communities within the governorate which is (Aqaba , Al-Aqaba, Tayasir and the north part of Tubas)



Water and wastewater services in Tubas were historically managed by a Joint Service Council (JSC) since 2010. In 2013, with funding from AFD, the JSC consolidated assets and teams to enhance service efficiency and facilitate the transition of municipal services under its management. By 2017, the JSC secured EU funding to expand the water and wastewater network, establish a wastewater treatment plant (WWTP), and construct two reservoirs to support water reuse projects. In accordance with the 2014 Water Law, the JSC was restructured into a Regional Water Utility (RWU) in 2023, strengthening its governance and service delivery capabilities.

- Brief description of sewerage system:
- Total length of the sewer line is equal to 75km as a main line and 32 Km as connection lines as shown the table below describe the No.of household's connection

Location	Count	Location	Count
Tayasir	156	Aqqaba	521
North Tubas	991	Al Aqaba	30
Total	1,698		

- And the table below describe the number of households that are not connected to the sewer network

Location	Count	Location	Count
Tayasir	715	Aqqaba	1550
North Tubas	2850	Al Aqaba	35
Total	5150		

- 1- For Tubas Network: 50% of the served area is connected to the sanitary system. (30% need H.Cs)
- 2- For Aqaba Network: 65% of the served area is connected to the sanitary system. (30% need H.Cs)
- 3- For Tayaser Network: 70% of the served area is connected to the sanitary system. (25% need H.Cs)
- 4- For Al-Aqaba Network: 95% of the served area is connected to the sanitary system.

Zone	Served Population	Connected Population	Coverage (%)
South Tubas	-	-	-
North Tubas	20,000	6,800	34%
Aqaba	11,000	3,600	33%
Al Aqaba	234	210	90%
Tayasir	5,000	1,090	22%
Total	36,000	11,700	32.50%

▪ Brief status of existing strategic documents

- ❖ Currently, there is **no micro-scale master** plan for sanitation services in TWU service areas
- ❖ A **monography report** was conducted by Al Ard Organization engineers, reflecting the current status of sanitation and reuse practices.
- ❖ A **baseline survey** is available and contains valuable data that can be integrated into the study.
- ❖ **Water and wastewater networks**, along with the **reuse network**, are available and can be utilized in the planning process.
- ❖ **Annual reports** from the municipal council are also available and should be taken into consideration.

▪ Brief Summary of Reuse:

After the treatment plant became operational and the wastewater was treated according to the standards, the need for reuse emerged.

Since the plant is located near agricultural lands, as shown and studied in the plant's feasibility study, it was proposed to start using the treated water for these nearby farmlands. However, there was a need for an organization to manage and distribute the water, which led to the creation of the Water Users Association. The Safah Al-Jiza Association was licensed by the Water Authority and the Ministry of Agriculture on January 25, 2023.

This table examines the irrigation reuse project, highlighting key aspects such as its construction timeline, operational status, network type, main pipeline length, number of irrigation hydrants, total irrigated area, and the number of farmers benefiting from the system. The objective is to assess the project's role in promoting sustainable water management by utilizing treated wastewater for irrigation, enhancing agricultural productivity, and supporting local farmers.

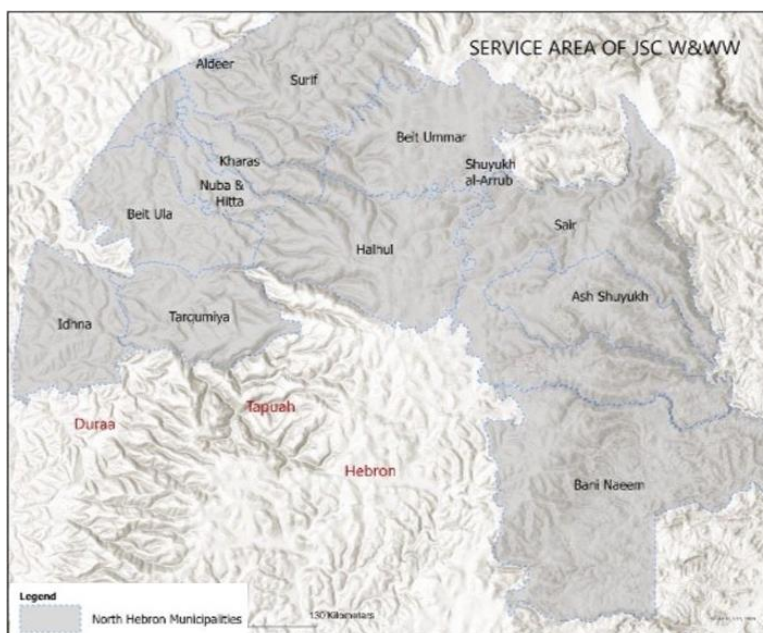
Reuse network	Existing (2024)
Date of construction	2021
Operational since	2021
Type of network	Main pipeline is pumping from WWTP to the Tank

Reuse network	Existing (2024)
	The distribution line is by Gravity
Length of network (main pipe)	WWTP – Irrigation Tanks = 1,380 m3 Distribution main Network = 1,930 m
No. of irrigation hydrants	15
Irrigated area (dunum)	145 Du
Number of farmers concerned	9

1.2.2 Territory under the authority of North Hebron joint Water and Wastewater Services Council

The Joint Services Council for Water and Wastewater in North Hebron (JSC North Hebron) is a governmental body established in 2019, mandated to oversee drinking water and wastewater services in the North Hebron region. It was formed through a collaborative initiative by 14 local authorities, aiming to unify efforts and improve service delivery in the water and sanitation sectors. JSC North Hebron will be responsible for delivering water and wastewater services to a population of over **250,000 residents**, distributed across **11 municipalities** and **3 village councils**. The service area spans approximately **500 square kilometres**, as shown in figure encompassing the communities of **Idna, Beit Ula, Nuba & Hatta, Kharas, Tarqumiya, Al-Deer, Surif, Beit Ummar, Shuyukh Al-Arrub, Halhul, Sa'ir, Ash Shuyukh, and Bani Na'eem**.

The council's primary responsibilities include the **operation and maintenance of water distribution networks, wastewater collection systems**, and oversight of **wastewater treatment infrastructure**, with a particular focus on promoting sustainable sanitation solutions and reuse practices where feasible.



In the context of **wastewater management**, the JSC plays a key role in overseeing the **Kharas Wastewater Treatment Plant (WWTP)**, which serves the catchment area comprising **Kharas and potentially adjacent communities**. The council's involvement ensures institutional coordination, technical supervision, and alignment with national water and sanitation strategies.

- *Brief description of sewerage system:*
- Total length of the sewer line is equal to 22km as a main line and connection lines and the No. of household's connections equal to 450 households which represent 30% of the population.
- Brief status of existing strategic documents
 - ❖ The master plan for sanitation and reuse for Hebron Governorate done by PWA and AFD.
 - ❖ The master Plan for Sanitation and reuse for North Hebron Developed by JSC north Hebron
 - ❖ A **monography report** was conducted by Al Ard Organization engineers, reflecting the status of sanitation and reuse practices.
 - ❖ A **baseline survey** is available and contains valuable data that can be integrated into the study.
 - ❖ **Water and wastewater networks**, along with the **reuse network**, are available and can be utilized in the planning process.
 - ❖ **Land Suitability Report** done by Land Research Center (LRC) describes the suitability of land for agriculture in the neighborhood area of Kharas WWTP.
 - ❖ **SFD Report** Done by PWA, Municipality of Kharas, WWn and JSC describes sewage flow in Kharas and its updated annually.
- Brief Summary of Reuse:

About the reuse in Kharas sense, the treated water did not comply with PSI specification for treated wastewater to be reused in irrigation. As a result, there is no reuse in Kharas at the moment, but the enhancement of the WWTP is under processing now to starting the licensing process in order to start reuse process.

2. Objective of the assignment

The objective of the assignment is to help national and local water stakeholders agreeing on a strategic vision and having a realistic action plan for the combined development of both sanitation and reuse of treated wastewater in the two selected Territories.

In the two Territories, there are already existing water and wastewater master plans and other strategic documents but, first, strategic information is sometimes dispersed and not always updated. Second, if there is a relatively clear consensus concerning the development of the sewerage systems, the development of the reuse is not backed enough by strategic guidelines. The study of the feasibility of the reuse and the integration of sanitation and reuse in a unified plan will help avoiding possible technical problems, financial mistakes, and social conflicts.

The main purpose of the assignment is the formulation of a coordinated strategic planning of both sanitation and reuse where reuse opportunities are developed in the same time than the sewerage systems expand so that each volume of treated wastewater being produced is properly reused, whether in agriculture or for non-agricultural usages.

To achieve this, after having drawn the actual situation and estimated the potential of reuse, a limited number of strategic scenarios (alternatives) will be proposed and discussed. The most relevant alternative will be detailed including a technical and economical prefeasibility study.

3. Scope of work

3.1 Inception

The Consultant will first meet with the Client (Experts-Solidaires and AI Ard) in order to review the objectives and outcomes of the mission as well as to discuss practical issues related to the implementation of the assignment (retrieving available documentation, organization of the field work, modalities of communication).

The Consultant will also meet with main partners (TWU, NHJWWSC, municipalities) and stakeholders (MoA, PWA) in order to better understand the local contexts, the expectations from stakeholders and the available data and literature.

15 days after contracting, the Consultant will submit an inception report updating his understanding of the Mission, identifying key issues and eventual problems in performing his Mission and presenting a realistic workplan with milestones.

3.2 Activity 1 – Review and analysis of strategic orientations concerning sanitation and reuse at the scale of the services providers

The objective of this activity is to help stakeholders and decision makers having a clear and shared understanding of all activities undergone so far aiming at both planning and implementing projects related to sanitation and reuse in each Territory.

Expected methodology

In order to achieve this activity, the Consultant's methodology will include but will not be restricted to the following:

- Exhaustive review of existing literature: academic studies, reports, maps (networks, agriculture...), documentation related to various projects implemented in the Territories...
- Interviews with stakeholders at central and at local level: service providers (TWU, NHJWWSC), PWA, MoA and Directorates of Agriculture, Universities, NGOs...
- Focus groups with stakeholders: farmers, water users...

3.2.1 Synthesis of the existing information concerning planning of sanitation and reuse

The purpose of the assignment is not to engage in the full process of elaboration of a new master plan but to do a critical analysis and a summary of the existing planning documentation.

For each Territory, the Consultant will first draw the timeline of all initiatives related to the planning of sanitation and reuse and will list all existing documents.

The critical analysis may include, but will not be restricted to, the identification of gaps and of the missing elements in the actual master plans.

A special attention will also be paid to the process of elaboration and of decision making of the master plans. The level of involvement of various stakeholders will be in particular appreciated: central

institutions, local service providers, local authorities, community-based organizations and civil society, inhabitants and users). The Consultant will formulate recommendations for a more participatory approach in elaborating strategic planning.

Finally, it is expected that the Consultant presents in a coherent and justified synthesis the main strategic orientations on which actual planning is based for the development of sanitation and reuse in the two Territories.

3.2.2 Synthesis of the existing information concerning projects and operations related to sanitation and reuse

As for the documentation concerning planning, the Consultant will first do the list of all projects and operations concerning sanitation (sewerage network, WWTP) and reuse and will draw the timeline and the mapping of all interventions that happened in the two Territories.

The Consultant will do a brief description of each project or action.

The Consultant will analyse to which extent the projects were coordinated with concerned stakeholders and to which extent they are coherent with the strategic orientations previously identified.

3.3 Activity 2 – Description of the existing situation concerning sanitation and Reuse

The objective of this activity is to provide stakeholders and decision makers with an updated picture of the existing situation concerning sanitation and Reuse in each Territory.

Expected methodology

In order to achieve this activity, the Consultant's methodology will include but will not be restricted to the following:

- Exhaustive review of existing literature: academic studies, reports, maps (networks, agriculture...), projects' documentation...
- Interviews with stakeholders at central and at local level: service providers (TWU, NHJWWSC), PWA, MoA and Directorates of Agriculture, Universities, NGOs...
- Interviews and/or focus groups with stakeholders: farmers, water users, polluters...

3.3.1 Assessment of the current situation regarding the sanitation

3.3.1.1 Quick assessment of the sewerage system

In each Territory, the service provider (TWU or NHJWWSC) has good data about the existing network and its operational status, about the mapping of infrastructure and the physical description of equipment. An in-depth analysis of the sewerage system, network and WWTP, is not required.

Yet, in each territory, the Consultant will identify the data eventually missing and will do a qualitative analysis of the state of the system and of its operation and maintenance.

3.3.1.2 Analysis of the identified challenges in terms of sanitation

The following challenges have been identified so far:

- Uncontrolled discharge of waste in the network: from local industries, e.g. olive presses and slaughterhouses, or from domestic septic tanks by tankers;
- Uncontrolled discharge of wastewater in the environment.

The Consultant will identify, map and quantify every source of pollution and its impact on the sewerage system.

For each Territory, the Consultant will present the main findings concerning the qualitative assessment of the sewerage system and the analysis of actual challenges.

3.3.2 Assessment of the current situation regarding agriculture and Reuse

There is fragmented information about the situation of agriculture in the two Territories, though information exists at MoA, in the Universities and in some NGOs.

The Consultant will first determine in each Territory the area of agricultural investigation. This area will not cover the whole area served by the service provider but rather the area likely to be irrigated with treated wastewater produced, at now and in the future, by the WWTPs of Kharas or Tayasir. Yet this area will be large enough in order to have a wide picture of the agricultural land surrounding the WWTP and to be able to think large the potential reuse. Discussions with the Client, the Directorates of agriculture, the services providers and the local authorities will help determining the area to be considered

On the identified area of investigation, the Consultant will conduct an agricultural assessment providing the following information:

- Land: land ownership, land tenure system (direct farming, contract farming, share cropping);
- Soils: type of soils, suitability for irrigation (depth, slopes);
- Actual crop patterns: varieties, areas covered;
- Rain fed and irrigated areas: for irrigated areas nature of the water resource used (mobiles tanks, rainwater cisterns, shallow wells, deep drillings), type of irrigation (surface, drip irrigation, sprinklers);
- Agricultural enabling environment in the surroundings: existence of agricultural cooperatives, agri-processing factories, agricultural services providers;
- Current situation of the reuse: areas irrigated and crops, number of farmers, existence of Water User Association;
- Challenges faced by farmers: access to land, labour force, inputs and services...

The Consultant will present his assessment both in a qualitative analytical report and in a GIS format (QGIS).

3.4 Activity 3 – Evaluation of the potential of reuse of treated wastewater

The objective of this activity consists in estimating the potential of local reuse of the treated wastewater produced by the 2 WWTPs with a focus on the reuse in agriculture but with also suggestions of possible non-agricultural reuse.

Expected methodology

In order to achieve this activity, the Consultant's methodology will include but will not be restricted to the following:

- Exhaustive review of existing literature: academic studies, reports, maps (networks, agriculture...), projects' documentation...
- Interviews with stakeholders at central and at local level: service providers (TWU, NHJWWSC), PWA, MoA and Directorates of Agriculture, Universities, NGOs...
- Interviews and/or focus groups with users: farmers, service providers and local authorities (municipalities), private sector...
- Focus groups with stakeholders: farmers, water users...

3.4.1 Agricultural potential

The Consultant will base his evaluation of the potential for agricultural reuse, taking into consideration the following criteria:

- Agricultural criteria: suitability of the lands;
- Technical criteria: distance and elevation of the lands to the outlet of the WWTP or to existing irrigation tanks, existence of irrigation infrastructure,
- Social criteria: interest of the farmers and landowners in using treated wastewater. In each territory the Consultant will do a social survey in the surroundings of the WWTP in order to assess the interest, motivations and conditions for the farmers to use treated wastewater.

The Consultant will detail the agricultural demand: areas, usages, volumes, variability throughout the year, suggested tariff...

3.4.2 Non-agricultural potential

The Consultant will identify possible non-agricultural reuse opportunities existing at local level whether in the private or in the public sectors. These opportunities may be but should not be restricted to: flushing of networks, watering parks and green areas, public works and construction.

The Consultant will detail the non-agricultural demand: quality of water and conditions of usage, volumes, variability throughout the year, suggested tariff...

In each Territory, the Consultant will organize a restitution workshop with main stakeholders presenting:

- The existing strategic documentation,
- The level of development of sanitation and reuse,
- The potential of reuse in each Territory.

3.5 Activity 4– Proposal of scenarios for the extension of the sanitation and Reuse and selection of the most relevant

The objective of this activity consists in elaborating a tool for decision making and proposing a limited number scenarios corresponding to the most relevant options.

3.5.1 Multi-criteria analysis decision matrix

The Consultant shall develop a pragmatic multi-criteria decision matrix which will help all stakeholders comparing and prioritizing the different alternatives. The multi-criteria analysis of the alternatives shall include inter alia the following factors:

- Environmental aspects (reduction of aquifer contamination, prevention of odour, sludge management, protection of ecologically critical areas, transboundary impacts, etc.)
- Social benefits (improvement of public health, reduction of conflicts, etc.)
- Temporal considerations (delay for implementation, phased approach, etc.)
- Financial means (CAPEX and OPEX estimates, cost effectiveness, internal or external funding required, etc.)
- Economical merits (affordability of O&M costs, strengthening of the agricultural sector, increased availability of water, etc.)
- Technical levels (capacity building requirements, local suppliers, sustainability, operational feasibility in the local context, etc.)
- Political feasibility (location of infrastructure in areas A, B or C, authorizations to be obtained, balance in between concerned communities)
- Social acceptance (from local communities and especially for reuse schemes)
- Land requirements and constraints (the existing use of land, the type of land and availability of land)
- Administrative and institutional requirements or constraints (i.e. land type and availability)
- Maximization of the direct impact (on the lives of the beneficiaries)

This analysis shall be discussed with stakeholders who will validate the decision criteria and their respective weighting.

3.5.2 Proposal of alternatives and selection of one

The Consultant shall identify and define maximum three alternatives in terms of planning of the combined development of wastewater collection, treatment and reuse in the two Territories.

The overall objectives of all alternatives will be the same:

- The expansion of the sewerage network and the connection rate have reached their maximum as planned in the sanitation master plans;
- 100% of the treated wastewater produced by the WWTP is reused either in agriculture or for non-agricultural purposes.

The alternatives will vary according to:

- Different phasing of the development of the sanitation systems (including for Kharas in terms of extension of the WWTP / construction of a new one);
- Different scenarios of reuse: agricultural/non-agricultural, areas concerned by agricultural reuse.

The alternatives will be detailed following the multi-criteria decision matrix presented below.

The Consultant will organize in each Territory a workshop with the main stakeholders in order to present and discuss the different alternatives. A most preferable alternative will be selected collectively and further detailed by the Consultant.

3.6 Activity 5 – Description of two proposed local master plans for the combined development of sanitation and reuse.

The objective of this activity is to submit two master plans, one for each Territory, describing the combined development of sanitation and reuse.

The Consultant will turn the selected alternative into a master plan using the following approach:

- Each master plan master plan will include a general presentation of the plan describing the rationale as well as the assumptions and risks taken into account;
- In the perspective of facilitating progressive funding, the Consultant will suggest a division of the plan into phases. Each phase will constitute a realistic and coherent work package including actions on both sanitation and reuse schemes. The Consultant will provide a detailed description of the work packages presented in a way that it can easily be further used and submitted for funding. The description will include but not be limited to the followings issues: detailed description of actions, detailed description of equipment, bill of quantities (BoQ)...;
- The Consultant will propose a global investment plan divided in investment packages corresponding to the work packages;
- The Consultant will propose a tentative time schedule for the implementation of the work packages. He shall also show any interdependency of work packages and the critical path for ensuring the full development of the selected alternative.

4. Deliverables

The Consultant shall provide the following deliverables:

Deliverable	Content	Due date (T is the date of commencement of the Assignment)
Progress meetings	Upon request of the Client may ask for progress meetings with the Consultant. The Consultant shall explain progress for the previous period, planned progress for the next period and overall project progress versus planned progress, highlighting any reasons for delay and suggesting remedial measures. An agreed revised schedule may be proposed. The meetings may be online, and the Client will be free to invite relevant stakeholders. Minutes of meeting shall be prepared and distributed to the participants by the Consultant.	Upon request of the Client
Inception report	The inception report shall include an adjusted work plan and methodology and shall provide comments on the Terms of References	T + 2 weeks

	<p>in specific relation to the planned tasks, fixed outputs, schedule, reporting and monitoring procedures.</p> <p>The inception report shall also include a stakeholder participation plan. It shall include the list of stakeholders, the description of both the proposed stakeholder participation plan and the practical implementation measures (content and nature of the workshops, site visits, communication means towards the population and its representatives, etc.).</p>	
Reports A (Activities 1, 2 and 3)	The Consultant shall prepare two situation reports describing the existing strategic documentation, the level of development of sanitation and reuse and the potential of reuse in each Territory.	T + 12 weeks
Workshop B (Activities 1, 2 and 3)	The Consultant shall organize two workshops, one in each Territory, in order to present the situation reports sent previously.	T + 13 weeks
Report C (Activity 4.1)	The Consultant shall submit a draft of the multi-criteria decision matrix.	T + 14 weeks months
Workshops D (Activity 4.2)	<p>The Consultant shall organize two workshops, one in each Territory, in order to present the three alternatives to the stakeholders. The list of participants will be decided by the Client and most relevant stakeholders upon suggestions of the Consultant.</p> <p>The most preferable alternative will be selected at the end of each workshop.</p>	T + 18 weeks
Reports E (Activity 5)	<p>The Consultant shall detail the selected alternatives in two compiled draft Master Plans.</p> <p>The draft documents will be submitted to the Client who will have 10 days to comment.</p> <p>The Consultant shall submit the final version of the two Master Plans 10 days after having received the comments from the Client.</p>	<p>T + 22 weeks</p> <p>T + 24 weeks (6 months)</p>

At the end of the project, the consultant is requested to submit all raw data and software, including AutoCAD files or GIS shapefiles, via email and flash drive.

5. Duration of the assignment

The timeframe for conducting this assignment is maximum 24 weeks (6 calendar months) starting from the notification of the assignment by the Client.

6. Capacity of the bidder

6.1 Capacity of the company

The bidder shall justify an experience of at least 15 years in the field of planning and feasibility studies related to the water/wastewater and agricultural sectors.

The bidder will present:

- A list of similar references in Palestine or in the Middle East (detailing the client, the project name if applicable, the budget and a narrative of activities undergone);

6.2 Team of experts

The bidder shall propose team of experts for the purpose of the assignment. The bidder shall demonstrate that overall team composition is balanced and has an appropriate skills mix. The bidder will select a limited team with only necessary and sufficient profiles.

The following indicative team composition is suggested but the bidder is free to propose any team composition as long as it is relevant and cost efficient:

1. Key experts:

- KE-1 – Team leader with proven experience in team leading and water planning (minimum 15 years of experience);
- KE-2 – Water and wastewater engineer (minimum 10 years of experience);
- KE-3 – Agricultural engineer with proven experience in irrigation and reuse (minimum 10 years of experience);

2. Non-key experts

- NKE-1 – Socio-economic expert (minimum 10 years of experience);
- NKE-2 – GIS and data base expert(minimum 5 years of experience);
- NKE-3 – Environmental specialist (minimum 10 years of experience).

The bidder will present:

- The organization of the team, the roles of each expert and their contribution to each deliverable;
- The CVs of the experts (key and non-key experts) mobilized for this assignment.

7. Technical and financial offers

In his technical offer the bidder shall detail:

- His understanding of the present ToR;
- The composition and the organization of the proposed team of expert;
- The methodological approach including the stakeholder and gender engagement plan and detail time schedule.

- The consultant is requested to provide the CVs of all project members and a letter of commitment for the Key expert to the project.
- The consultant is requested to submit certificates of completion with governmental or non-governmental institutions with which similar projects have been implemented, and it is preferable to attach a sample study in the electronic version of the technical proposal.
- The consultant is requested to clarify the analysis methods that will be used for data analysis and the softwares that will be utilized in the process.

In his financial offer the bidder shall include all costs and expenditures.

Although the price will be final fixed and lump sum, the bidder shall justify the cost through breakdown for all associated costs of this assignment. The following table shall be used for price breakdown:

Item No.	Description	Unit	Quantity	Unit rate (EURO)	Total (EURO)
Total (EURO)					

In case the bidder is a firm, then the price shall include VAT and income taxes, and in the case of individual consultants, the prices shall include income taxes. Individual consultant who cannot provide deduction at the source certificate from the income tax department, 5% will be deducted by the Client.

The technical and financial offers shall be written in English.

8. Evaluation of offers

The offers will be evaluated based on the following criteria:

Financial evaluation (20%):

- X0: best offer
- Xi: present offer
- $FEval = 20 (1-(Xi-X0)/X0)$

Technical offer (80%):

- Tm: proposed methodology (20%)
- Tt: proposed team and staff involved (30%)
- Tx: relevance of experience and number of references (30%)
- $TEval = Tm + Tt + Tx$

Global offer (100%)

- $GEval = FEval + TEval$

9. Payments

Payments will be as follow:

- 30% will be paid after the validation of the two reports A (situation reports)
- 30% will be paid after the two workshops D (selection of preferable alternatives)
- 40% will be paid after the validation of the final versions of reports E (final Master Plans)

10. Annexes

10.1 Project logical framework

Targeted Impacts by the End of This Phase (Quantitative and Qualitative):

- The number of households connected to collective sanitation in Tubas and Hebron increases by 20% within five years.
- Household agricultural incomes rise by 25% within five years.

Targeted Long-term Impacts (Projected Duration):

- Rural households benefit from improved basic services (access to water and sanitation).
- The living standards of rural households increase.
- Food insecurity levels among rural households decrease.

Result 1: Governance and participatory management capacities for water resources are improved.

Activities:

- **A1.1** Creation of two local Water Technical Committees.
- **A1.2** Awareness and training for Technical Committees on IWRM and REUSE themes.
- **A1.3** Development of sanitation and TWWR plans for the two targeted territories.
- **A1.4** Organization of public territorial consultation workshops on sanitation and REUSE schemes.
- **A1.5** Capacity building for Al Ard and Palestinian partners on promoting IWRM and REUSE.

Outcome Indicators:

- Technical Committees facilitate better coordination among institutional water actors.
- A public consultation dynamic is initiated for water resource management.

- The two JWWSCs have detailed master plans for sanitation and REUSE development in the target territories.

Result 2: A socio-economic and technical framework for improving collective sanitation in targeted territories is operational.

Activities:

- **A2.1** Implementation of a "Water, Sanitation, and Hygiene" (WASH) awareness campaign.
- **A2.2** Support the establishment of a financial incentive mechanism for developing collective sanitation.

Outcome Indicators:

- 80% of residents in the two targeted territories are aware of hygiene and sanitation issues.
- The total number of households connected to the two wastewater treatment plants (WWTPs) increases by 20%.

Result 3: Agricultural reuse of treated wastewater is developed.

Activities:

- **A3.1** Improvement of the functionality of the two existing WWTPs in the targeted territories.
- **A3.2** Development of distribution infrastructure for treated wastewater from the WWTPs.
- **A3.3** Establishment of sustainable management by users of treated wastewater.
- **A3.4** Support farmers for the efficient use of treated wastewater.

Outcome Indicators:

- Two agricultural water user associations ensure sustainable management of treated wastewater.
- 100% of treated water from the two WWTPs is utilized by farmers.
- Irrigable agricultural areas increase by 10%.
- The agricultural area effectively irrigated with treated wastewater doubles.
- The productivity of plots irrigated with treated wastewater is 50% higher than non-irrigated plots

10.2 Monography of Kharas catchment

Attached in PDF form.

10.3 Monography of Tayasir catchment

Attached in PDF form.

10.4 Technical proposal form

[Below is a suggested structure of the Technical Proposal]

A - Consultant's Structure and Experience

[Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member that will be participating in the Services, including an organizational chart, a list of board of directors, and beneficial ownership.]

B - Description of Approach, Methodology, and Work Plan in accordance with the Terms of Reference

a) Technical Approach and Methodology

[Please explain your understanding of the objectives of the Services as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Include here your comments and suggestions on the TORs and comments on counterpart staff and facilities provided by the Client if any. Please do not repeat/copy the TORs in here.]

b) Work Plan

[Please outline the plan for the implementation of the main activities/tasks of the Services, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TORs and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The Work Schedule Form (Form TECH-1) may be used for that purpose.]

C - Consultant's Organization and Staffing

[Please describe the structure and composition of your team, including a list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff, and staffing for training, if the Terms of Reference specify training as a specific component of the Services. Experts' inputs should be specified and should be consistent with the proposed methodology and the TORs requirements (Form TECH-2 may be used for that purpose). CVs of all experts shall be provided (Form TECH-3 may be used for that purpose).]

TECH-1 (INDICATIVE FORMAT) - WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months ²³												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	<i>[e.g., Deliverable #1: Report A</i>													
	<i>1) Data collection</i>													
	<i>2) Drafting</i>													
	<i>3) Inception report</i>													
	<i>4) Incorporating comments</i>													
	<i>5)</i>													
	<i>6) Delivery of final report to Client]</i>													
D-X	<i>[e.g., Deliverable #2:.....]</i>													

¹ List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased Services, indicate the activities, delivery of reports, and benchmarks separately for each phase.

² Duration of activities shall be indicated in a form of a bar chart.

³ Include a legend, if necessary, to help read the chart.

TECH-2 (INDICATIVE FORMAT) -TEAM COMPOSITION, ASSIGNMENT, AND EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-3)										Total time-input (in Months)		
		Position		D-1	D-2	D-3	D-...				Home ⁴	Field	Total
KEY EXPERTS⁵														
K-1	[e.g., Mr. Abbbb]	[Team Leader]	[Home]	[2 month]	[1.0]	[1.0]								
			[Field]	[0.5 m]	[2.5]	[0]								
K-2														
K-3														
...														
Subtotal														

⁴ "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Client's country or any other country outside the expert's country of residence.

⁵ For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.

NON-KEY EXPERTS													
N-1			[Home]										
			[Field]										
N-2													
...													
										Subtotal			
										Total			

 Full time input

 Part time input

TECH-3 (INDICATIVE FORMAT) - CURRICULUM VITAE (CV)

Position Title and No.	[e.g., K-1, TEAM LEADER]
Name of Expert:	[Insert full name]
Date of Birth:	[day/month/year]
Country of Citizenship/Residence	

Education: [List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]

Employment record relevant to the Services: [Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the Services does not need to be included.]

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Services
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. xxx, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Services:

Detailed Tasks Assigned to Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
<i>[List all deliverables/tasks as in TECH- 3 in which the Expert will be involved]</i>	

Expert's contact information: *[e-mail, phone.....]*

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the Services in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

[day/month/year]

Name of Expert

Signature

Date

[day/month/year]

Name of authorized

Signature

Date

Representative of the Consultant

[the same who signs the Proposal]

ANNEX VII: FINANCIAL OFFER

Please make sure to fill in the financial offer table completely; thus sign & stamp each page of it. In case *Ink corrector pens* are used; please make sure to stamp near the corrected area.

#	Item	Unit	Unit cost in EURO (VAT excluded)	VAT	Total amount in EURO (VAT included)
1	Detailed planning and prefeasibility study for the combined development of sanitation and reuse in 2 territories in the West Bank (Kharas - Hebron & Tayasir – Tubas)	Lump Sum		16%	

Note: Participating bidders must annex a detailed financial offer breakdown as stipulated in article 7/ page 38.

COMPANY (CONSULTANT)* NAME:

Registration (ID)* number:	
Address:	
Authorized person:	
Telephone number:	
Fax number:	
Mobile number:	
E-mail:	
Signature & Stamp:	

**(for individuals)*