



**Municipal Development and Lending Fund**

**Area C Development Programme in  
the West Bank Package VI  
Grant No: ENI/2022/425-654**

**Assignment # 6.4**

**Terms of Reference  
For  
Individual Consultancy  
Technical Support Expert (TSE)**

**April 2023**



## 1. Overview of Area C package VI

The Municipal Development and Lending Fund “MDLF” received a grant from the EU to implement package VI of the Area C Development Programme in the West Bank. The grant was signed on June 9<sup>th</sup> 2022 with a duration of 30 months. Below is a summary of the action.

Title of the action:	Area C Development Programme in the West Bank- Package VI								
Location(s) of the action:	The action will target 4 localities in Area C in the West Bank								
The total duration of the action (months):	30 months								
Requested EU contribution as a percentage of total eligible costs of the action (indicative) <sup>1</sup>	100%								
Total budget	EUR 2,000,000								
Objectives of the action	<b>The overall objective (impact)</b> is to improve the social and economic conditions of Palestinian communities in Area C which is crucial for maintaining Palestinian presence in Area C and for the development of the Palestinian economy. <b>The specific objective</b> is composed of two folds (i) to improve access to essential and public infrastructure in Area C; (ii) to strengthen the Palestinian institutions' capacity to deliver essential social and public sustainable services in Area C.								
Target group(s) <sup>2</sup>	<b>The project will target 4 localities in Area C as follows:</b> <table border="1" style="margin-left: 20px;"> <tr> <td>Al-Jiftlik</td> <td>Jericho Governorate</td> </tr> <tr> <td>Furush Beit Dajan</td> <td>Nablus Governorate</td> </tr> <tr> <td>Al-Aqaba</td> <td>Tubas Governorate</td> </tr> <tr> <td>Haris</td> <td>Salfit Governorate</td> </tr> </table>	Al-Jiftlik	Jericho Governorate	Furush Beit Dajan	Nablus Governorate	Al-Aqaba	Tubas Governorate	Haris	Salfit Governorate
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Final beneficiaries <sup>3</sup>	It is expected to enhance the living conditions of 8,947 <sup>4</sup> residents in 4 localities as follows: (Al- Aqaba (186)- Furush Beit Dajan (789), -Al-Jiftlik(3,366)-and Haris (4,606). The number of beneficiaries can be distributed per sector: <ul style="list-style-type: none"> <li>- Schools: 4,792 (direct beneficiaries from schools 475 pupils- secondary 400, elementary 75)</li> <li>- Public Buildings: (789)</li> <li>- Roads: 3,366</li> </ul>								
Expected outputs	Through the implementation of 4 projects, the outputs can be summarized as follows: <ul style="list-style-type: none"> <li>- <b>Roads:</b> Construction and rehabilitation of internal roads with a total length of 2.0 km.</li> <li>- <b>Schools:</b> Construction of a new school and continue the construction of an existing school in two different localities. The total area is about 1,950 SQM.</li> <li>- <b>Public Buildings:</b> Construction of a village council premises with a total area of 300 SQM. The building will host an agricultural cooperative, women's gatherings and meetings in addition to a citizen service center and a multi-purpose hall.</li> <li>- <b>Civic engagement workshops, Social Accountability plans are developed and implemented, operation and maintenance plans will be delivered.</b></li> </ul>								
Main activities	<ul style="list-style-type: none"> <li>- Mobilization and Preparation.</li> <li>- Contracting of Local Technical Consultant for the design and supervision.</li> <li>- <b>Contracting of Technical Support Expert.</b></li> <li>- Contracting of a new Local NGO/firm for community mobilization and civic engagement <b>or amending the scope of the contracted NGO under package V.</b></li> <li>- Design and tendering of the social and infrastructure projects.</li> <li>- Implementation of projects along with community mobilization activities and capacity-building support for specific subjects in archiving, projects management, strategic planning, communication...etc.</li> <li>- Closing, Evaluation, and Audit.</li> </ul>								

This assignment will be financed under Area C package VI, however, the scope of the Technical Support Expert will also include the identification, scoping and appraisal of the upcoming packages under the portfolio of Area C Development Programme (2023-2026)

<sup>1</sup> If applicable, insert an additional % of the total accepted costs.

<sup>2</sup> 'Target groups' are the groups/entities who will directly benefit from the action at the action purpose level.

<sup>3</sup> 'Final beneficiaries' are those who will benefit from the action in the long term at the level of the society or sector at large.

<sup>4</sup> Data source: PCBS 2022



## 2. Objective of this Assignment

The main objective of the assignment is to support MDLF in the day-to-day follow up of the project activities. The scope of work for the Technical Support Expert (TSE) is described below:

### 1- General

- Conduct activities that may be requested by MDLF in relation to Area C development programme, meaning that the scope of the consultant will cover – in addition to this ongoing package- other potential packages under the EU Joint Support Programme for Area C which are still under the planning phase.

### 2- Social and Public Infrastructure Projects Identification

- To contribute to the identification of new proposed projects under the upcoming phase of the programme.
- To screen the identified projects against the approved criteria by the Programme Steering Committee.
- To participate in the site verification visits jointly with MDLF and MoLG .
- To develop a recommendation report for the attention of MDLF management about the results of projects identification.

### 3- Management and Communication:

- Assist MDLF in managing the project activities including the preparation, planning, monitoring and controlling, reporting, risk management, and closing.
- Support MDLF in the day to day follow up of the project activities and coordinate with key stakeholders as needed.
- Coordinate with MDLF area engineers and supervisors to track the projects implementation and provide progress reports as needed.
- Coordinate with the concerned MDLF departments regarding the implementation of the project activities.
- Coordinate with MOLG and other line ministries concerning the projects implementation.
- Coordinate the site visits/missions that may be requested by the EUREP.
- Coordinate with the Local Government Units (LGUs) and the other consultants under this programme with regards to sub-projects preparations and implementation.

### 4- Technical Assistance:

- Work with LGUs to improve projects' documentations and communicate with them in this regard.
- Follow up all stages of the procurement process with LGUs and with the Local Technical Consultant (LTC) in relation to the funded projects and do the regular updates of the procurement plan.
- Assist MDLF in supervising the LTC, review the LTC deliverables, and carry out the needed quality assurance/quality control.
- Cooperate with the LTC in providing the technical support (capacity development) to the LGUs to ensure the compliance with MDLF requirements in accordance to the MDLF operational arrangements.
- Follow up the community mobilization activities that will be conducted by the LTC and the civic engagement NGOs.



### 3. Deliverables

Report	Submission Date
<b>Recommendation Report on Projects Identification</b>	<b>When needed</b>
Monthly progress reports to be submitted to MDLF along with a time sheet describing all the activities conducted during the reporting period. The reports should summarize the achievements of each month (activities progress), the main obstacles and difficulties faced, suggestions and recommendations.	At the end of each month

### 4. Qualifications:

- Bachelor degree in Civil engineering or relevant field;
- A minimum of 10 years of work experience, preferably in the implementation of donor-funded development projects (soft and hard components).
- Proved experience in conducting needs assessments, projects scoping and identification, projects screening and appraisal.
- Experience in procurement management and bidding processes.
- Experience in local government sector.
- Familiar with master plans preparation, process of approval and implementation.
- Familiar with Area C context including local governance.
- Experience in good governance principles<sup>5</sup> including social inclusion and accountability, service sustainability and financial management.
- He/she should have experience in technical designs, supervision, implementation, quality control skills and environmental/ safety mitigation procedures.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team, accept responsibility, and be extremely discrete with sensitive information.
- Strong computer skills, Proficient in Microsoft Office package, especially Excel, Outlook, PowerPoint, and Word.
- Fluent in Arabic, excellent in English speaking and writing skills.
- Excellent reporting skills.

### 5. Contract Type and Payments Schedule

This contract is a time-based contract. The consultant will be paid on a monthly basis upon submission of monthly progress reports acceptable to the MDLF.

<sup>5</sup> <https://www.coe.int/en/web/good-governance/12-principles>



## 6. Duty Station

The workplace for the hired individual consultant will mainly be at MDLF premises in Al-Bireh/Ramallah as the logistical base for his/her duties, and in the field in the 4 localities in Area C stated above. The consultant does not have to report to MDLF premises on daily-basis. The consultant should submit a work plan within the submitted monthly progress report detailing where he/she will work in the course of the next month.

## 7. Procurement and Selection

The Individual Consultant will be selected through comparison of qualifications of those who have expressed interest in this assignment.

## 8. Management:

The Municipal Development and Lending Fund (MDLF) will be responsible for coordinating activities with the consultant, processing payments, and for acceptance of the deliverables. The project manager is: Naim Noubani, the Manager of Technical Department.

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