



# Municipal Development Program

## MDPIV

### Terms of Reference

#### For

### Physical Inspection and Data Collection for O&M

#### West Bank

November 2023



## 1. Introduction

The Municipal Development and Lending Fund (MDLF), as the national development agency in the local government sector, has been mandated to implement the Municipal Development Program (MDP), which is a multi-phase national program that has been financed by the Palestinian government and several international financing partners including Danish International Development Assistance (DANIDA), The World Bank (WB), German Development Bank (KFW), German Technical Cooperation (GIZ), French Development Agency (AFD), Swiss Agency for Development Cooperation (SDC), Belgian Technical Cooperation (ENABEL), and the European Commission (EC).

MDP in its fourth phase (MDP4) has been designed to contribute to the larger Palestinian government objectives related to strengthening local governments by enhancing their efficiency and effectiveness in managing their municipal affairs and moving them towards fiscal stability. MDP4 is a continuation of a national program series that provides financing incentives for the Local Government Units (LGUs) across the West Bank and Gaza Strip (WB&G), and it builds on previous phases.

MDP4 has five components, and this assignment is under the second component that aims to enhance the capacities of municipalities in different areas of expertise in financial management, operation and maintenance, administrative, social, technological, and service development. MDLF aims to assist municipalities to transform from old bureaucratic paper-based institutions into modern service-oriented efficient electronic municipalities.

## 2. Assignment Background

The O&M package has been implemented through four main phases:

- Phase one: assessment of the O&M practices at the municipalities.
- Phase two: development of an operation and maintenance system and document it in a manual and coach municipalities on its use.
- Phase three: piloting the O&M computerized system in four municipalities.
- Phase four: Rolling out the O&M computerized system to 70 additional municipalities.
- Phase four: Rolling out the O&M computerized system to 38 additional municipalities.

## 3. Assignment Objectives

The first objective of this assignment is to conduct a physical inspection of roads and public buildings in the selected municipalities (in Annex A) in order to collect and compile needed information to fill the databases of the computerized O&M system in the selected municipalities.

The second objective of this assignment is to support the same selected municipalities in updating the data of fixed assets registration sheets to incorporate it in the O&M computerized system.



## 4. Scope of Work

The following activities will be carried out but not limited to the following:

1. Conduct a desk review for all related O&M documents including the updated O&M manual.
2. Review and update the existing fixed assets registry sheets and compare it with the existing situation for the selected municipalities.
3. Obtain the most updated masterplan and aerial photo (if needed) in the format of Ortho Photo or JPEG to the selected municipalities.
4. Prepare and update the local material price for all items related to roads and public buildings.
5. Conduct a physical inspection of roads and buildings in reference to procedures, forms, and templates of the updated O&M manual and as needed to establish the O&M database for each selected municipality. The purpose of the physical inspection in this task is to establish the database for O&M needs and evaluating the physical status of roads and public buildings and preparing an estimated bill of quantities according to the templates in the manual for all building and roads sections that needs maintenance in the selected municipalities.
6. Conduct physical inspection for all public buildings owned by a municipality or maintained from the municipality budget such as schools, clinics, sports clubs, youth centers, etc.
7. Update the data of fixed assets registration sheets of roads and buildings to incorporate the O&M computerized system needs, to match the O&M database and to ensure the integration between systems. (If the municipality using its fixed assets coding system, the consultant must follow it)
8. Enter the collected data to the O&M software system as a database to cooperate with the municipality engineering department. This data includes evaluation, ranking, and coding.
9. Prepare a base-map from the updated masterplan containing road centerlines, sections, and directions.
10. Conduct quality assurance audits incorporated with the municipal engineering department and are responsible for the system data quality if any required additional or field rework. All data should be accepted and signed from the engineering departments in the municipalities and submitted as a cover letter to MDLF.
11. Coach the selected municipalities and conduct on the job training on data collection and the use of the physical inspection forms and O&M process, also training on the data entry using the software. A signed paper should be submitted to MDLF for all the road sections visited by the municipality engineer.
12. Assist and support the municipalities in preparing the Operational and Maintenance plan taking into consideration the priority from the system and the available budget.
13. Prepare a weekly plan for physical inspection field visits.

## 5. Timeline

This consulting assignment is expected to be for 6 months.



## 6. Deliverables & Reporting

ID	Deliverable Name	Expected Date
1.	Inception report	Two weeks after the commencement of the assignment
2.	Roads and public buildings evaluation, Update fixed assets registration data for roads and buildings (FARV) that is the computerized database for O&M	Three months after the commencement of the assignment
3.	O&M plan for the municipalities as an output from the software and an AutoCAD/GIS map for the Roads	Four months after the commencement of the assignment
4.	Progress reports	Each report should be submitted by the end of every month
5.	Final report	Ten days before the end of the assignment

**An Inception Report** that summarizes key findings, issues discussed and an outline of the full set of actions and objects/documents vital for the successful completion of the assigned tasks, including the timing of the submission of the main deliverables. This deliverable should be prepared in English or Arabic. The report shall include the followings:

- Detailed scope of work
- Revised work plan for the main deliverables and the activities
- Milestones plan for the deliverables
- Roles and responsibilities plan for the proposed staff
- Communication plan with the different project stakeholders
- Anticipated risks and obstacles and the response activities

**Progress Reports** that summarize the achievements of each month about the TOR results in an analysis of the main activities, obstacles, encountered during the reporting period, mitigation measures and outline the planned steps during the following reporting period (concerning the submitted work plan). In each progress report, the consultant should attach copies of the interim reports concluded during the reporting period. These reports should be in English and biweekly schedule.

**Roads, public buildings evaluation, and Updated fixed assets registration sheets for roads and buildings on O&M software** about the updated O&M manual and incorporates the needs of the O&M computerized system.

**O&M Plan from the O&M computerized system and an AutoCAD/GIS map for the Roads Section** that incorporates the needs of the O&M computerized system needs.

**Final Report.** The consultant should prepare a final report ten days before the end of the assignment. This report should summarize the activities of the consulting firm including documentation of all collected data, the analyses, the obstacles encountered, and lessons learned, outputs and achievements, recommendations, and actions to be taken for developing O&M practices. This report should be prepared in English.



## 7. Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Title	Qualification
1 Team Leader	<ul style="list-style-type: none"><li>Professional Civil Engineer/Architect with at least 10 years of experience in planning, designing, and implementing <b>infrastructure</b> projects.</li><li>Has at least 5 years' experience with operation and maintenance procedures and functions related to public <b>infrastructure</b>.</li><li>Has strong analytical, communication, and management skills.</li><li>Has previous experience as a team leader in consultancy assignments.</li></ul>
1 Buildings Engineer	<ul style="list-style-type: none"><li>Professional Civil Engineer /Architect or related field with at least 7 years of experience in planning, designing, and implementing of buildings projects.</li><li>Has at least 5 years' experience with infrastructure projects especially operation and maintenance related to public buildings.</li><li>Has strong analytical, communication, and management skills.</li></ul>
1 Senior Road Engineer	<ul style="list-style-type: none"><li>Professional Civil Engineer with at least 10 years of experience in planning, designing, and implementing road projects.</li><li>Has at least 8 years' experience with operation and maintenance procedures and functions related to roads.</li><li>Has strong analytical, communication, and management skills.</li></ul>
4 Roads Engineer	<ul style="list-style-type: none"><li>Professional Civil Engineer with at least 7 years of experience in planning, designing, and implementing road projects.</li><li>Has at least 5 years of experience with operation and maintenance procedures and functions related to roads.</li><li>Has strong analytical, communication, and management skills.</li></ul>
1 Electro-Mechanical Engineer	<ul style="list-style-type: none"><li>Professional Mechanical/Electrical Engineer with at least 5 years of experience in planning, designing, and implementing of mechanical/electrical facilities and components.</li><li>Has at least 5 years' experience with operation and maintenance procedures and functions related to mechanical and electrical facilities and components (plumbing, air condition, firefighting system, equipment, etc.)</li><li>Strong analytical, communication &amp; management skills.</li></ul>
1 Financial Expert	<ul style="list-style-type: none"><li>Professional Financial Expert.</li><li>At least 5 years of relevant experience in municipal financial systems.</li><li>Have demonstrated skills in working with public sector accounting concepts and procedures (cash, modified accrual, accrual)</li></ul>
1 GIS/CAD Drafter	<ul style="list-style-type: none"><li>Professional Civil/Architect Engineer with at least 5 years of experience in planning.</li><li>Has at least 5 years' experience with operation and maintenance procedures and functions related to roads.</li><li>Has strong analytical, communication, and management skills.</li></ul>



## 8. Contract Type and Payment Schedule

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

- Payment 1: 10% of the contract value will be made after the submission to and approval by the MDLF of the *Inception Report*.
- Payment 2: 20% of the contract value will be made after finalizing the field physical inspection and submission the O&M form to the municipality engineering department to get their approval. Submission of a cover letter to MDLF about the completion of the fieldwork and roads section map signed from the municipality engineering department about their approval.
- Payment 3: 30% of the contract value will be made after the submission of the updated fixed assets registration sheets of the evaluation roads and public buildings database printed from O&M software, signed from the municipality engineering department in the municipalities and approved by the MDLF.
- Payment 4: 20% of the contract value will be made after the submission and approval by the MDLF the O&M Plan signed from the municipality engineering department in the municipalities with a road section map.
- Payment (final): 20% of the contract value will be made after the submission to and approval by the MDLF of the *Final Report*.

## 9. Contract 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 will be managed by *the Director of Operations – Mr. Hazem Kawasmi*.

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## Annex A:

No.	Municipalities	Governorate	Municipalities
1	Al Jdeereh	Jerusalem	الجديرة
2	Kafriyyat	Tulkarem	الكفريات
3	Nueimeh	Jericho	النويعمه
4	Ramadeen	Hebron	الرماضين
5	Al Z'ayyem	Jerusalem	الزعيم
6	Al Shyokh	Hebron	الشيوخ
7	Balaa	Tulkarem	بلعا
8	Bartaa Sharqiyyeh	Jenin	برطعه الشرقية
9	Beit Awwa	Hebron	بيت عوا
10	Beit Leed	Tulkarem	بيت ليد
11	Beita	Nablus	بيتا
12	Deir Samet	Hebron	دير سامت
13	Habla	Qalqilya	حبله
14	Kufur Rai	Jenin	كفر راعي
15	Ni'leen	Ramallah	نعلين
16	Nuba	Hebron	نوبا
17	Qarawet Bani Hassan	Salfeet	قراوه بني حسان
18	Rawabi	Ramallah	روابي
19	Saida	Ramallah	صيدا
20	Surra	Nablus	صرة
21	Tuqu'	Hebron	تقوع
22	Turmusayya	Ramallah	ترمسعيا
23	Qusra	Nablus	قصره