



Municipal Development Program Phase 4 (MDP4)

Terms of Reference (TOR)

For

Local Technical Consultant for the

Design and Supervision of Four Green and Inclusive Public Spaces in Tubas, Nablus, Hebron and Bethlehem Governorates

1. Introduction

MDP as a national program

In 2009, the Palestinian National Authority (PNA) has initiated a national Municipal Development Program (MDP) to support local development in the country with specific focus on improving capacities of municipalities to provide better services to the Palestinian citizens. The Municipal Development and Lending Fund (MDLF), as the national development agency in the local government sector, has been mandated to implement the MDP, which is a multi-phase national program that has been financed by the Palestinian government and several international financing partners. MDP is 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 by moving them towards fiscal stability over the longer-term. The program will support 163 municipalities in WB&G, which includes 25 municipalities in Gaza and 138 municipalities in the West Bank. MDLF manages technical assistance and support to the targeted LGUs to implement infrastructure sub-projects.

MDP4

The Objective of Municipal Development Program/Phase Four is to strengthen municipal capacity to deliver accountable, sustainable, inclusive, and resilient services to the municipal population in the West Bank and Gaza. 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 will be financed by several donors in addition to the Palestinian Authority 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 agency for international cooperation (ENABEL), and the European Commission (EC).



The project will be implemented in two consecutive cycles, and is structured in six components:

Component 1: Performance Based Service Delivery Grant Transfer: Through this component the program will provide participating municipalities with the Performance-Based Grant (PBG) financing that will be used to finance infrastructure sub-projects in the following sectors: road rehabilitation , public facilities, water and wastewater services, electricity and energy projects, and solid wastes management, taking into consideration a negative list which considers high social and environmental risk projects, in accordance with project Environmental and Social Framework (ESF) requirements. The specific infrastructure sub-projects will be selected from the municipality Strategic Development and Implementation Plans (SDIPs).

Component 2: Sector Policy and Institutional Development: This component, implemented by MDLF, is designed to reinforce, and complement MDP other components with targeted technical assistance (TA), policy guidance, and capacity development for municipalities and other various public agencies at the national level. Its primary aim is to increase the capacity of municipalities to be able to provide better services for their citizens. Additionally, MDP4 will aim at increasing transparency and accountability in administering the intergovernmental fiscal system; develop ways and means of improving local government revenues (including fiscal transfers and own-source revenues); and provide on-demand technical support to participating municipalities seeking to meet performance criteria or improve their resilience and climate change related planning and implementation efforts.

Component 3: Competitive Grants for Natural hazard and Climate Change Resilience: In alignment with National Policy 31 “Ensuring a Sustainable Environment” of the National Development Plan 2021-2023, the component will support municipalities to reduce natural hazard related risks in support of the efforts of the Palestinian Authority (PA) to alleviate climate change impacts and reduce all forms of environmental pollution. The component will cover TA as well as offer financing of small-medium scale physical works. Climate change will be integrated along all project’s components. The project will be selected, designed and implemented in response to climate change adaptation and mitigation measures.

Component 4: Project Implementation Support and Management: This component will finance goods and consultant services for monitoring and evaluation, outreach and communication and local technical consultants for the engineering supervision of Component 1 and the MDLF management fee.

Component 5: Contingency Emergency Response

This component was put under the MDP4 to respond to emergent situations with zero budget to be activated as necessary with no need for restructuring. The activation of this component shall go through a set procedures and operational manual along with an emergency action plan to be agreed upon.

Component 6: Emergency Financing

This component was designed and added under the MDP4 as a responsive measure to the dire needs of the municipalities in the West Bank and Gaza Strip, , where the debt is now anticipated to worsen due to a potential reduction in local revenues.

This component comprises of the two sub-components:



- **Sub-component (6.a)- Recurrent Expenditures:** Given the severe funding constraints facing municipalities resulting from the bad economic crisis, this sub-component will provide support to municipalities to cover part of their non-wages recurrent expenditures.
- **Sub-component (6.b)- Emergency labor-intensive Municipal Services:** this sub-component will provide financial support to municipalities to maintain local services provision through labor-intensive O&M and local infrastructure development activities. In addition to supporting the maintenance and continuity of service provision, this component will facilitate temporary job creation through a cash-for-work (C4W) element, partially addressing the wide-scale unemployment challenge expected to result from the current economic shut-down.

2. Assignment Background

Belgian agency for international cooperation (Enabel), through the Municipal Development and Lending Fund (MDLF), has provided a grant to implement targeted interventions addressing the negative impacts of climate change under Sub-Component 3.3 of the Municipal Development Program Phase 4 (MDP4). This initiative seeks to pilot innovative approaches suited to the Palestinian context and to scale up successful existing solutions across four key sectors: eco-buildings, climate-resilient public spaces, renewable energy and energy efficiency, and sustainable waste management.

The Municipal Development and Lending Fund (MDLF) is committed to improving the development of green public spaces as a vital component of enhancing community well-being, adopting the environmental sustainability, and strengthening social cohesion. To achieve this, MDLF will focus on the development of Four public spaces by applying the placemaking approach. This method emphasizes community engagement, human-centered design, and multifunctional use, with particular attention to resilient urban planning, inclusive green services, and climate change adaptation and mitigation.

This initiative aims to design and oversee the creation of public parks that are reflective of the needs, aspirations, and identities of local communities, using internationally recognized placemaking concepts and tools. Placemaking is a collaborative and inclusive process that transforms underutilized spaces into vibrant, livable environments. It enhances community ownership and involvement and is a proven strategy for promoting sustainable development and building inclusive, safe communities. By turning shared visions into tangible realities, this multidisciplinary approach strengthens local identity and fosters collective responsibility for urban management and maintenance.

In alignment with its mandate, MDLF seeks to promote both social and environmental sustainability through the development of the selected public parks. This includes encouraging inclusive implementation and utilization of public spaces amidst the challenges of rapid urbanization. These efforts will contribute to strengthening the local economy and enhancing community resilience.

In partnership with the Ministry of Local Government (MoLG) and with funding support from the “Enable” initiative, MDLF will implement this project using the “Placemaking Toolkit: Designing People Places.”



This toolkit, developed specifically for Palestinian communities and designers, offers practical guidance on creating meaningful, functional public spaces and buildings. It provides tools and ideas that empower communities to leverage local assets and design public areas that contribute to improved quality of life across towns and villages.

The project is also aligned with the national policy framework developed by MoLG, which emphasizes the importance of safe and inclusive public spaces. This policy represents a significant milestone in addressing various challenges, particularly those related to the prevention of violence against women and girls in public spaces, and ensures a holistic, gender-sensitive approach to urban development.

3. Expected Outcomes:

- **Promotion of Green Practices:** Adoption of environmentally sustainable practices in public services among targeted LGUs, including green construction and development of eco-friendly public spaces.
- **Improved Accessibility:** Enhanced access to green public spaces for residents in urban clusters, increasing their opportunities for recreation and social interaction.
- **Inclusive Participation:** Strengthened involvement of women, youth, and persons with disabilities in the planning and design of public spaces, ensuring that developments reflect the diverse needs of the community.

4. Assignment Objective

The primary objective of this assignment is to design and develop Green public spaces that are safe, inclusive, and accessible across the identified sites, through active engagement with the local community. The appointed consulting firm will be responsible for:

- Creating architectural designs that prioritize safety, inclusivity, and accessibility for all users.
- Preparing comprehensive technical documentation, including:
 - Survey maps and existing site plans
 - Detailed design and shop drawings
 - Bill of Quantities (BoQs)
 - Technical specifications
 - Bidding documents
 - Required approvals

Additionally, the design process must adhere to the relevant criteria for public space projects, incorporating environmental and social safeguards and assessments, in accordance with the standards set by the Municipal Development and Lending Fund (MDLF).

5. Targeted Beneficiaries

Selected Sites in four Governorates of Tubas, Nablus, Hebron and Bethlehem. general information of the selected sites shown in Annex (A).



6. Scope of Service

In each targeted Local Government Unit (LGU), a Local Technical Consultant (LTC) will collaborate with the LGU under the supervision and guidance of MDLF. All activities will be carried out in accordance with the technical specifications outlined in MDLF's Project Operations Manual (POM) and the terms of the signed contract.

Specifically, in the area, Enable will support the development of green public spaces at least Four urban areas within the selected governorates of Tubas, Nablus, Hebron and Bethlehem. The initiative will integrate green design principles through a combination of:

- (i) Physical interventions, including the upgrading and beautification of public spaces.
- (ii) Social interventions, emphasizing continuous community engagement and the inclusive consideration of persons with disabilities, women, and children; and
- (iii) Environmental measures, such as planting drought-tolerant vegetation, employing efficient irrigation techniques, installing solar-powered energy-efficient lighting, and promoting solid waste separation at the source through the provision of color-coded waste bins.

7. Tasks and Responsibilities

The assignment consists of two (2) stages: (1) project planning and design; and (2) project implementation and supervision. The LTC team of specialists is expected to support targeted Municipalities throughout the design and supervision stages and during implementation of infrastructure projects under the project.

The above-mentioned tasks should be carried out at each Municipality.

Preliminary Phase: Applying the Placemaking Approach

Stakeholder Engagement and Community Participation:

The Local Technical Consultant (LTC) shall organize and lead a placemaking workshop at the start of the project. A total of two workshops at each location will be conducted on the basis of place making approach .The workshops will also serve to present the preliminary designs of the public spaces, gather feedback, and ensure active community engagement.

In addition, the LTC shall ensure the following:

- The content and materials of the workshops must be reviewed and approved by MDLF.
- The workshop should include awareness-raising activities, project goals and processes, stakeholder roles, and mechanisms for community involvement.



Ensure Inclusive Participation of all groups—including women, children, youth, civil society organizations, and persons with disabilities—throughout all phases of the project. Prepare a Community Outreach Plan to build trust, encourage participation, and address challenges during implementation.

Ensure Institutional Coordination between the Ministry of Local Government, its directorates, and Local Government Units (LGUs) to guarantee sustainability and stakeholder alignment.

Enhance the Placemaking Toolkit with sustainability-focused guidelines across all project phases:

- *Pre-design*: raise awareness and ensure community ownership
- *Implementation*: use durable, climate-resilient materials
- *Post-implementation*: promote local supervision, community-led management, and diversified activities

Planning and Design Phases:

During the planning and design phase of green public spaces, several key considerations must be carefully integrated to ensure environmental sustainability, efficient resource use, and positive social outcomes. These considerations include:

- Integration of greening concepts into all aspects of design and implementation
- Sustainable water management practices, including stormwater control
- Wastewater reuse techniques to support irrigation and landscaping
- Efficient use of recycled and locally available materials in construction
- Energy-efficient solutions, such as solar lighting and smart energy systems
- Solid waste management provisions, including waste separation and recycling points if possible
- Promotion of green infrastructure and landscaping that enhances biodiversity and ecosystem services
- Integration of climate change adaptation and mitigation measures in the design of interventions.

By incorporating these elements, the green spaces will serve not only as recreational areas but also as models for sustainable and inclusive urban development.

Here's how the LTC Team of experts can approach the task:

1. Understanding the Project's Objectives, Principles, and Scope

The LTC Team should:

- **Identify Project Goals**: Understand the vision behind each green space. Is it a recreational park, a community garden, or a mixed-use space? Knowing this will shape the design methodology.
- **Establish Design Principles**: These may include enhancing biodiversity, promoting environmental sustainability, fostering community engagement, and ensuring inclusivity in access.
- **Define Scope**: Clarify the extent of each project, both in terms of size (acres, square meters) and budget. This will affect material choices, design features, and the operational plan.
- **Implementation Guidelines**: Understand the local conditions (climate, terrain, local materials) and apply best practices for green space development.

2. Site Visits and Data Collection

During site visits, the LTC Team should:

- **Gather Site-Specific Data**: This includes soil conditions, local flora and fauna, water sources, sun



exposure, existing infrastructure, and local community needs.

- **Engage with Local Stakeholders:** Collaborate with municipalities and local communities to understand their needs, preferences, and any concerns they may have regarding the development.
- **Environmental and Social Considerations:** Collect data related to any potential environmental hazards (such as erosion, pollution, or flooding risks) and social factors (such as accessibility for marginalized groups, safety concerns, and usage patterns).

3. Designing the Green Space

The design process should be informed by both the environmental and social data collected during site visits. Key aspects to focus on include:

a. Materials Used

- **Sustainable Materials:** Use locally sourced, recycled, or sustainably harvested materials wherever possible. For example, using recycled wood or stone from the local area can reduce carbon footprints and promote regional craftsmanship.
- **Durable and Low-Maintenance Materials:** Select materials that require minimal upkeep and have a long life cycle. This reduces both maintenance costs and resource consumption in the long term.

b. Water Consumption and Irrigation Methods

- **Water-Efficient Plants:** Choose native or drought-tolerant plant species that are suited to the local climate, reducing the need for frequent watering.
- **Rainwater Harvesting:** Incorporate rainwater harvesting systems, where feasible, to capture and reuse rainwater for irrigation.
- **Efficient Irrigation Systems:** Use drip irrigation systems or smart irrigation technology that adjusts watering schedules based on weather conditions, reducing water wastage.

c. Energy Efficiency and Electricity Consumption

- **Solar-Powered Lighting:** Utilize solar panels to power outdoor lighting, reducing electricity consumption and lowering environmental impact.
- **Natural Lighting:** Design pathways and seating areas to maximize natural light, minimizing the need for artificial lighting.
- **Low-Energy Systems:** Ensure that any electrical systems, such as fountains or pumps, use energy-efficient designs or are powered by renewable energy sources.
- **Site-Specific Ecology:** Understand soil, water, topography, and existing vegetation to guide sustainable landscaping.
- **Climate Considerations:** Optimize shading, wind protection, and sun exposure using natural elements.
- **Aesthetic and Cultural Identity:** Incorporate local cultural elements, art, and materials that resonate with the community.
- **Sustainability Features:** Use native plants, rainwater harvesting, solar lighting, and low-maintenance materials.
- **User Needs:** Reflect community preferences and ensure spaces serve diverse age groups and activities.
- **Accessibility:** Ensure inclusive design for people of all physical abilities.
- **Circulation and Connectivity:** Plan clear paths for pedestrians, cyclists, and possible integration with public transport.
- **Safety and Comfort:** Include lighting, visibility, seating, and shaded areas to make users feel secure and at ease.



- **Multi-functionality:** Create flexible spaces that support recreation, social interaction, and events.

4. Environmental and Social Screening and Risk Assessment

Environmental Screening: Assess potential impacts of the green space on the local environment, including soil stability, water quality, biodiversity, and climate change resilience.

- **Social Impact Assessment:** Evaluate how the green space will affect the local community, considering factors such as accessibility, safety, and the provision of recreational space.
- **Risk Assessment:** Identify any potential risks related to environmental factors (e.g., flooding, erosion) and social factors (e.g., safety concerns, security issues).

5. Preparing a Comprehensive Report

After gathering all the necessary data from site visits and consultations, the LTC Team should prepare a detailed report for MDLF and municipalities. This report should cover:

- **Technical Aspects:** Describe the technical design, materials, infrastructure, and features of the green space.
- **Environmental Aspects:** Outline environmental considerations, including sustainable practices for water, energy, and material usage, as well as ecological impact.
- **Social Aspects:** Provide a social analysis of how the green space will benefit the local community, enhance social inclusion, and foster engagement.
- **Recommendations:** Offer specific recommendations on how to proceed with the design and implementation of the green space, including any necessary adjustments based on the site analysis.

6. Implementation Guidelines

- **Timeline and Budget:** Provide a clear project timeline with milestones, and a budget forecast that accounts for all stages of the project, from design and construction to long-term operation and maintenance.
- **Maintenance Plan:** Develop a maintenance plan that includes a schedule for ongoing upkeep of the green space, with an emphasis on sustainability and cost-effectiveness.

By addressing these areas systematically, the LTC Team will ensure that the green spaces are designed in an environmentally friendly, socially inclusive, and economically sustainable manner.

- While collecting project data, the consultant should consult with the relevant Municipalities on the legal licensing status of each project, and with the Municipalities and line ministries on the required standards and design criteria. The LTC shall ensure that all the design components are taken into consideration.

☐ Preliminary Design Submission:

- The LTC submits a **preliminary design** to the MDLF before moving on to the detailed design.
- The **MDLF approval** of this preliminary design is required before proceeding.

☐ Detailed Design Preparation:

- Once the preliminary design is approved, the LTC prepares the **detailed design**.
- The detailed design is submitted to the MDLF for review and approval.

☐ Full Package Approval:

- After receiving MDLF approval for the detailed design, the LTC ensures that the full design package is **approved and stamped** by the **Engineering Association**.

☐ Responsibility for Tests:



- The LTC is responsible for conducting any required tests, such as **soil testing**, to ensure the design is feasible and safe.
- The LTC will need to document and provide results of these tests as part of the design approval process.

Procurement Phase:

- When preparing the bidding documents, the LTC shall take into consideration/incorporate the updates made in the MDLF Procurement Manual to adapt the life cycle costing approach (LCC) in the bidding process are fully reflected for each sub-project type.
- The LTC should coordinate with the targeted Municipalities and related line ministries in finalizing all project documents, including design drawings, specifications, bills of quantities (BOQs), tender documents, requesting bids, bid evaluations (participate in pre-bid meetings with contractors, bid opening, with a member of the evaluation committee named by the Municipalities, contract awards, etc.).

Implementation and Supervision Phase:

- This phase will include supervision of the implementation of the Four projects. Details on the tasks required from the LTC in this phase are described below: The LTC shall conduct site supervision for the subprojects and visit the Four projects during project implementation, including at least once a week or as-needed site supervision and periodic (daily if needed) visits, and daily follow-up to ensure that the Municipalities coordinate with all relevant parties, including contractors, and give approvals for all milestones and subproject activities, and ensuring that all workers are covered by the insurance, provided by full PPE , and provided by the proper safety tools at the site, the minimum site visits for any project should not be less than two visits per week. The LTC team shall visit the site as needed. The site visit reports shall be submitted to the MDLF no later than one day after the site visit.
- During the site visits the LTC shall ensure that all works are in compliance with the approved drawings and specifications, ensure that the works are executed within the scope of the project, ensure that the contractor equipment & staff and other requirements are available as listed in the bidding documents, ensure that all recommendations of the previous visit are taken inconsideration.
- The LTC shall attend when the required tests are carried out.
- The LTC's field visit plan shall be submitted for the sub-projects to MDLF.
- The LTC's should ensure proper environmental, social, health and safety requirements are conducted in accordance with the E&S checklist/ESMP/ LMP. This includes but not limited to, conducting OHS training for sub-project workers, signing code of conduct by all project workers, all project workers are covered with insurance and signed contract...etc.
- The LTC supervises engineers to follow up daily on environmental and social considerations and verify that they are duly taken into account and documented in LTC and Municipality Daily, Monthly, Quarterly, and Final Reports.



- The LTC shall coordinate with the MDLF environmental and social specialists in all aspects of environmental and social monitoring and the application of the environmental and social mitigation measures identified in the project planning phase to ensure that they are implemented in compliance with safeguards and Palestinian law.
- The LTC shall submit price monitoring sheet update periodically as required.
- The LTC shall prepare detailed supervision formats and templates to be used between the Municipality supervising engineer and contractor in all project phases (implementation, maintenance period and final project handover).
- The LTC shall closely monitor sub-project implementation, including field visits to the targeted Municipalities, providing evidence that field visits have taken place and preparing a field visit report describing the objective of the visit, time, personnel, issues discussed, achievements (including output and outcomes indicators), and any obstacles and issues identified, with an analysis of probable causes, recommendations, and a concrete action plan for addressing them (including by when and by whom)
- The LTC shall ensure that all required laboratory tests (to be conducted in the LTC's presence) and quality control measures are done in a professional manner and provide scientific and engineering opinion on them before their submission to MDLF; train and develop Municipal engineers in Quality Control: technical and administrative (specs, testing, interpretation of test reports, taking proper decisions, sampling procedures, the roles and responsibilities of testing labs, etc.); and dealing with shop drawings and as-built drawings.
- The LTC shall work closely with the Municipalities and provide the needed technical support, including clarifications on project implementation procedures, ensuring and verifying the need for variation orders and that Municipalities have formal approval from MDLF before dealing with them.
- During the site visits the LTC shall ensure that all activities are in compliance with the approved subproject documents including drawings and specifications and operation and implementation method statement reports for operation & maintenance of the projects, ensure that the activities are executed within the scope of the sub-project, ensure that all recommendations of the previous visit are taken into consideration.
- The LTC shall provide technical support during implementation, including the monitoring and evaluation process; assess the operation and maintenance plans submitted by the targeted Municipalities, assist them in making the appropriate modifications, and advise them on the plans' further development.
- Regarding the procurement process: The LTC shall be responsible for ensuring that the targeted Municipalities are following the procurement guidelines MDLF
- Concerning Financial Management, the LTC shall ensure that the targeted Municipalities are following the financial procedures as stipulated in the signed agreements with the MDLF. Specifically, the LTC shall:
 - Review invoices and confirm their accuracy and authenticity supported by all documentation necessary for further reviews by MDLF and Financing Partner teams.
 - Verify that the amounts invoiced are consistent with the delivered work, purchased goods or delivered services.



- Submit all approved invoices (signed and stamped by the LTC) within 10 days of the date of receipt from the Municipalities. along with all required main documents.
- Ensure that all project-related correspondence and documents (financial transactions, signed contracts, receipts, payment slips, bank transfers, etc.), are properly maintained in separate files for review and audit by the consultants, MDLF and the donor designated team and auditor (all files must be kept for at least five years from project completion);
- Review all invoices and support documents and ensure that all procedures adopted by the Municipalities are maintained and acceptable before submitting payment documents to MDLF.
- Concerning social and environmental safeguards, LTC shall ensure that projects are in compliance with the MDLF ESMF and Operational Manual, and that Municipal project supervision teams and contractors provide timely responses and follow-up on mitigation measures for any activity under the approved investments that may trigger any social and environmental safeguards. Specifically.
- Concerning overall Monitoring and Reporting, LTC shall:
 - Take high resolution photos of the same scene of each project on a monthly basis and provide to MDLF with captions (before, during and after Implementation);
 - Prepare a 5-minute video for the projects, covering all project Phases, the problems the project is meant to solve and the project benefits.
 - Ensure that all project-related correspondence and documents (including procurement documents, MDLF clearances, and financial transactions) are properly maintained in separate files for review and audit by the MDLF, consultants, the donor, and the auditor; manage public disclosure of adequate information and ensure that files are kept for at least 5 years after project completion.
- Identify any difficulties and challenges faced by project implementation at the Municipal level as early as possible and maintain an open dialogue with those responsible aimed at finding appropriate solutions or corrective measures.
- Conduct site visits to each project to monitor progress and quality of work and provide Municipalities with the necessary technical assistance and support, and capture project development by taking high resolution digital photos with captions throughout the project Implementation phase.
- Develop a format, to be approved by the MDLF, for a Weekly Monitoring Report, to be prepared in full cooperation with the Municipal technical staff and used by the consultant's supervising engineers; summarize the results and recommendations of the field visit monitoring reports; and send them to MDLF, together with the field visit monitoring reports.
- Prepare site visit reports, including performance indicators and outcomes as per the formats provided in the Operations Manual, application form and Project Document.
- Capture best practices, lessons learned, and success stories to show impact in relation to the project objectives and include in the relevant Reports.



8. Communication

The Consulting Firm should maintain continuous and timely communication with MDLF to ensure rapid transmission of all information and documents between Municipalities and MDLF.

9. Qualifications

Title	Minimum required qualification
Team Leader Procurement expert	- University degree in architectural or civil engineering l engineering. - At least 10 years of experience in project management. - Profound experience in project management implementation and monitoring. - Experience in addressing issues related to capacity building of local government units in West Bank (is preferable) - Good analytical, communication, reporting and management skills. - At least 5 years in procurement experience.
Architect (1 leader)	- University degree in architectural engineering, landscape. - At least 10 years of experience in conducting architectural design, rehabilitation projects and green open spaces design. -knowledge / previous experience in climate change response concepts. - Experience in addressing issues related to capacity building of local government units in West Bank (is preferable) - Good analytical, communication, reporting and management skills.
Urban Planner	- University degree in urban planning or related. - At least 7 years of experience in conducting urban design, and green planning. -knowledge / previous experience in climate change response concepts. - Experience in addressing issues related to capacity building of local government units in West Bank (is preferable) - Good analytical, communication, reporting and management skills.
Mechanical Engineer (1 engineer)	- University degree mechanical engineering - At least 7 years of experience in mechanical design and implementation projects. - Good experience in following up on the implementation of related mechanical projects, especially public projects and knowledge of environmental mitigation procedures.
Electrical Engineer (1 engineer)	- University degree Electrical engineering - at least 7 years of experience in electrical design and implementation assignments, with strong experience in following up on the implementation of related electrical projects, especially public projects and environmental mitigation procedures.
Structural Engineer (1 engineer)	- University degree in civil engineering. - At least 5 years of experience in structural designing. - Experience in technical designs, detailed drawings, profiles. - Experience in reviewing and verifying laboratory test reports. - Good experience in preparing bills of quantities of the different items for construction projects. - Experience in Palestinian traditional building rehabilitation techniques, is preferable.
Social Specialist	- Social Science University degree - At least 5 years of proven relevant past work experience dealing with community and social safeguarding in projects. - Excellent communication and follow-up skills and proven ability in facilitation of community meetings. - Excellent report writing skills are required.



Environmental Specialist	- University degree in Environmental studies. - At least 5 years of proven relevant past work experience dealing with environmental assessments, safeguarding projects. - knowledge / previous experience in climate change response concepts. - Excellent communication and follow-up skills. - Excellent report writing skills are required.
Two (2) Site Engineers (one engineer for the north area, and the other engineer for the south area)	- University degree in civil engineering. - At least 8 years of experience in site supervision. - Experience in working with international environmental considerations and in developing and following Environmental Management Plan and environmental mitigation procedures within projects. - Experience in producing quality reports that are comprehensive and cover all aspects related to the feasibility of their financing and project design, with experience in technical designs, procurements procedures especially related to the works, goods and services, and implementation.

10. Assignment Duration

The total duration of this assignment should be completed within a period of **8 months** from the date of signing the contract.

11. Consultant Selection Method

The Consulting Company will be selected based on the Quality-Cost Based Selection (QCBS) according to the procedures outlined in the MDLF Procurement Manual for procuring the services.

12. Reporting and Deliverables

The Consulting firm is expected to submit the reports and Deliverables for MDLF review and approval especially the Final design plans including sections, perspective shots, vegetations plans, details, BoQs and bidding documents should be submitted in four original hard copies in addition to two soft copies.

- The requested reports are:

Inception Report within two weeks from signing the contract including the detailed action plan of work for each site.

Preliminary Design Plans that will cover all the projects up to the preliminary design phase, including participatory/ placemaking workshops report

Design Completion Plans and Reports The consulting firm shall submit a design completion report annexed with the approved designs, detailed furniture designs and specs, vegetations plans, lighting plans, and related licenses approval if needed for each single project in addition to the



BoQs and bidding documents. These outputs shall be submitted for approval according to accomplishment.

Summarized Monthly Progress Reports that will briefly describe the Consulting firm work resulted from their field visits and contacts with municipalities during the previous month and achieved progress. It shall include as attachments the field visits reports, and the monthly progress report for every single project endorsed by both the concerned municipalities/ contractor and the consultant. Annexes of O&M plans and Socio-Environment safeguards and/ or assessments should be included.

Final Report for each site / sub-project: which should include detailed progress about the project including the test reports required, approved variations and environmental and social safeguards, achieved goals, success stories, and lessons learned, obstacles, and recommendations for improvement. It should also include the project indicators. And summarizing achievements in reaching key indicators, improvements in implementation capacity and recommendations. The report shall be submitted within 2 weeks after completing the specified projects.

Deliverable	Expected Due date
Inception Report	Two weeks after signing the contract.
Monthly Progress Reports	This report should be submitted by the end of every month
Preliminary Design Plans	Five weeks from signing the contract
bidding documents	Two month after signing the contract.
Design Completion Reports	Five Months after the signing of the contract
Final Report	Two weeks prior to the end of the Assignment

13. Contract Type and Payment Schedule

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

First Payment: 10% of the contract amount upon the submission to and approval by the Client of the **Inception Report**

Second Payment: 15% of the contract amount after submitting the **Preliminary Design Plans**, acceptable to the Client.

Third Payment: 15% of the contract amount upon the submission of the complete municipalities **bidding documents**, acceptable to the MDLF and concerned Municipalities.



Fourth Payment: 45% of the contract amount upon the Clients receipt of the **Design Completion Report**, acceptable to MDLF.

Final payment: 15% of the contract amount upon the submission of the Final Report, acceptable to MDLF.

14. Project Administration

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 **Eng. Naim Noubani (Head of Technical Department)**. His address:

Municipal Development and Lending Fund
Ain Sam'an Street, Ramallah
Palestinian Authority
Tel: (02) 2426610; Fax: (02) 242 6617
E-mail: nnoubani@mdlf.org.ps



Annex A: General Description of Targeted Municipalities

The construction of an innovative public park in Bethlehem City, located in the southern part of Bethlehem city (Batin Faqouse Zone). The site is located in parcel (75) of basin (28112) and owned by Bethlehem Municipality. Land area: 1675 m² designated for the public park.

Hebron, construction of Qaser Abu Otwan public park the land owned by Hebron Municipality with a land area 9000 m², 3000 m² as the project phase 1.

Nablus, Jamal abdel Nasser public park rehabilitation, 3000 m² will be the first phase of the design.

Additionally, to expansion of Tubas public park, which is located at the northwest of Tubas city, near Turkish hospital. The land has an area of 15000 m².

The project is designed to offer the community the following features:

1. Open-air amphitheater for children's storytelling, designated for interactive storytelling sessions and performances tailored to children's entertainment and education.
2. Mural walls for children's artistic expression where children can showcase their artistic talents through murals, graffiti art, and collaborative projects.
3. Relaxation garden with a small cantina for women, designed for relaxation, reflection, and socializing, featuring a small cafe or cantina catering to women's preferences.
4. Inclusive playground for all ages, suitable for children of varying ages, abilities, and interests, fostering inclusive play and exploration.
5. Solar-powered Park. Implementation of solar energy technology to power park facilities, lighting, and amenities, promoting sustainability and eco-friendly practices.
6. Use of recycled materials for construction and design elements to reduce environmental impact and promote resource conservation.
7. Wheelchair-friendly pathways and ramps designed to accommodate individuals with mobility challenges, ensuring universal access throughout the park.
8. Incorporation of water elements for relaxation and recreation such as fountains, ponds, or streams to create peaceful and refreshing spaces for relaxation, meditation, and recreational activities.
9. Regularly scheduled family-friendly events, workshops, and activities that encourage family bonding, social interaction, and community engagement within the park.
10. Partnership with local organizations and service providers to offer support services, resources, and educational programs for families visiting the park.