



## REQUEST FOR QUOTATION

### FOR PROVISION OF TRAINING OF TRAINERS ON BETTER WATER MANAGEMENT & WATER USERS ESTABLISHMENT (WUCs)

#### TERMS OF REFERENCE

#### 1. BACKGROUND

Palestinian Hydrology Group (PHG) is currently implementing a “**enhancing and building the managerial and technical capacities of 10 Water Users’ Committees (WUCs) in at least 10 target communities (six to be established and another 4 to be strengthened) in the West Bank through direct infield supervision services and trainings**” through the project “**Support economic growth through optimized agricultural value chains in the West Bank (OSRO/GAZ/406/CAN)**”, funded by the Canadian Government through the Global Affairs Canada (GAC) that aims to increase the competitiveness of Palestinian farmers in the West Bank and implemented by the Food and Agriculture Organization of the United Nations (FAO) in Cooperation with Ministry of Agriculture (MoA). The project's overall objective is to increase the competitiveness of Palestinian farmers in the West Bank while the main outcome of the project is “Increased value and profitability of land and crops as well as improved effectiveness of cooperatives and women’s associations to provide quality services to their members” while the main output is:” increased access to quality land and sustainable water resources.

One of the main activities to achieve the above-mentioned output is the **establishment /strengthening of the management capacities and self-reliance of water user committees to improve the management irrigation water**. PHG is working on the formulation of **at least 6 new water users committees (WUCs)** based on a participatory and representative election in addition to strengthening of 4 established water user committees. In each targeted community, PHG will (i) Formulate/support the formulation of one committee that is composed of elected representatives; (ii) propose a WUC structure; (iii) establish/support the development of more productive and sustainable water management schemes on the basis of participatory scheme planning; (iii) build the water distribution scheme and put in place the implementation plans; (iv) identify responsibilities per each formulated committee that aims at better regulating water distribution among users; (v) regulate, in consultation with water users, the fee collection from members/farmers that must be based on quantities of water used for irrigation.

Palestinian Hydrology Group (PHG) staff cooperates and coordinates closely with FAO project Manager and with Ministry of Agriculture (MoA) staff in the different districts to facilitate and support the actions. MoA will follow and provide the technical support to the Water User Committees and Associations according to WUA Law. Therefore, knowledge and skills of engineers from MoA and other Palestinian NGOs is essential to establish/empower the WUCs/A for the sustainability of the WUC/A and for the sustainability of the irrigation water in their sites.

## **2. THE OBJECTIVE OF THE ASSIGNMENT**

**It should be mentioned that two training courses are planned to be conducted one for the North (in Nablus) and the second for the South (Hebron and Beit Lehiem), where 14 engineers will participate in each course.**

The main objective of this assignment is to **enhance the knowledge and the capacities of 28 agronomists and engineers** on:

A) **Best Irrigation Management** (Water availability, main principles in water irrigation network system's design, crops water requirements, irrigation water efficiency and water productivity),

B) **Water Users' Committees and their role in best irrigation management** in the West Bank; (WUA Bylaw, establishment of WUC/A, registration and PWA at MoA, role of WUC/A in water irrigation management, real partnership between partners and role of MoA in empowering the established committees,

The consulting training institution / individual (trainers) is expected to prepare a complete set of training materials including practical worked examples on the training topics related to this assignment in addition to be disseminated after the training.

## **3. THE SCOPE OF THE ASSIGNMENT**

The main training activities under this assignment may include but not limited to the following:

### **A. Best irrigation management and water efficient irrigation practices:**

1. Selection and Design of appropriate irrigation water system (direct pumping, by gravity) and its main components;
2. Crops water requirement; for vegetables and trees;
3. Water Productivity and irrigation water efficiency;
4. Water use Restrictions Vs Water Budget;
5. Practical: Set an **Irrigation Scheduling** taking into consideration, the water budget, crops needs, weather conditions,...
6. Advanced Irrigation technologies;
7. Monitoring, evaluation and maintenance of the irrigation system

### **B. Establishment/Empowerment of the Water User Committees for irrigation purposes:**

1. Legal forms of water users and their functionalities, WUA bylaw, duties, responsibilities, registration, ..

2. WUCs and their role in best irrigation management;
3. Role of MoA and related NGOs in empowering the established WUCs;
4. Obstacles facing the creation and sustainability of WUCs’.

**Main TOT Training Subject for each course:** The Integrated and Sustainable Management of the Water Resources Adaptive with Climate Change”.

No.	Main Topic	Hours requested
1	Water Resources available for agriculture and problems, alternatives *water harvesting, treated wastewater	2
2	Integrated Irrigation Management (Water availability, main principles in water irrigation network system’s design, crops water requirements, irrigation water efficiency, water productivity,...)	10
3	Water Users’ Committees and their role in best irrigation management: (WUA Bylaw, establishment of WUC/A, registration and PWA at MoA, role of WUC/A in water projects, planning, design implementation and evaluation, real partnership between partners and role of MoA in empowering the established committees.	7
4	The integrated and sustainable management of water resources adaptive with climate change; Practical Technologies and practical best practices in irrigation management in Palestine.	3
6	Evaluation of the training and submission of certificates	2
5.	Total	24hours

### **Target Group**

The training targets the following:

- agronomists from MoA from North and South Governirates of the West Bank with in-field extenstion experince (mainly on water realkted issues).
- agronmoists from local Palestinain NGO’s active in water and agriculture;
- Reresentatives from FAO;
- Representatives from PHG

### **4. DURATION OF THE ASSIGNMENT:**

The duration of the assignment is foreseen to be 4 days in total 24 hours, for each course.

Proposed date and place: In Nablus from 18 to 22 October 2020, and in Hebron from 25 to 29 October 2020.

### **5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The training institution (individuals) shall have proven experience in conducting similar tasks for similar target groups. Core professional staff CVs should be provided (not less than two).

One core staff shall have post graduate degree mainly in irrigation management, agronomy, or related science/Engineering with 10 years of experience in related training fields.

Another core staff shall have post graduate degrees in financial and organizational management with 10 years’ work experience in farmers grouping and mobilisation, WUCs establishment and empowering.

The proposed staff must have the following:

- Excellent communication skills in Arabic and English
- Proven experience in the training related fields.
- Solid analytical and conceptual skills and the ability to think *creatively*.
- Good knowledge of local context (culture, politics, and geography).

## **6. LANGUAGE AND VENUE OF THE TRAINING**

The language of the training and the presentations of the training preferable in Arabic.

## **7. DELIVERABLES:**

- Training Materials to be approved by PHG;
- Final Completion report in English according to the attached format supported with all sources of verifications for example not limited: **attendances sheets, photos, Flip charts sheets, questionnaires** before and after the training to be filled from the trainees and summary evaluation report to measure the impact of the training.

## **8. PAYMENT TERMS:**

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. Payments will be issued upon certification of PHG Program Manager. It is foreseen that the contract value will be paid upon submission and approval of final training report and all required training materials and sources of verifications.

## **9. TECHNICAL PROPOSALS**

The technical proposal shall describe the approach and methodology that will be applied by the Consulting training institution to meet the objectives and scope of the assignment.

**A narrative of proposed actions and strategies of reaching the expected results and a detailed work-plan with separate lines for each proposed action and corresponding timeframes are requested.**

The timeframe shall be presented on hourly basis. The profile indicating the management structure, number of staff, core areas of expertise and experience that includes environment and past success on implementing similar projects. The proposal shall demonstrate responsiveness to the TOR, by identifying the specific components proposed, addressing the requirements, as specified, point by point; and demonstrating how the proposed methodology meets or exceeds the specifications.

**Focus shall be made on the following:**

1. Well-structured methodology combined with detailed work plan that includes clear bench marks
2. Consulting training institution's Profile including description of available facilities
3. List of projects undertaken within the last five (5) years that are related to this assignment.
4. Contact of three (3) previous clients that can be used for reference purposes to whom a project has been completed in a similar scope as this assignment.
5. Staffing Plan and profile of each staff included in the plan. A matrix shall be provided to show which staff will work on what activities and for what duration.

6. CV's of the **core staff** members who will participate in conducting the assignment

The proposal shall be valid for a minimum of 60 days from the date of bid closing and shall be duly signed by the official representation of the Consulting training institution and stamped.

**11. FINANCIAL PROPOSALS**

The consulting training institution (individuals) is asked to prepare the Price Schedule as a separate envelope from the rest of the RFQ.

The financial proposal shall specify a total amount for the provision of the requirement. The amount shall be broken down to show the following level of detail:

- Daily rates of staff
- Man rate per hour;
- Any other applicable costs

The price shall include all the costs including the taxes

**12. EVALUATION**

A two-stage evaluation procedure will be considered in evaluating the proposals as follows:

1.. Evaluation of the technical proposals: The technical proposals are evaluated on the basis of its responsiveness to the Terms of Reference (TOR) will have 70% weight.

**Technical Proposal Evaluation Points obtainable**

<b>Item</b>	<b>Score</b>	<b>Technical Evaluation Criteria Weight Points</b>	
<b>1. Staffing</b>	<b>28</b>	Experience of the assigned team leader	<b>7</b>
		Descriptions of roles and responsibilities of each staff member	<b>7</b>
		Relevance of experience of the core team who will deliver the training	<b>7</b>
		Is overall staffing plan sufficient to undertake TOR?	<b>7</b>
<b>2. Previous experience</b>	<b>25</b>	Does the Consulting training institution profile reflect the requirements of the TOR? 7	<b>7</b>
		Do projects undertaken in the past relate to the TOR? 4	<b>4</b>
		Previous assignments related to the training topic 7	<b>7</b>
		Reputation of Consulting Firm and staff (competence and reliability) 7	<b>7</b>

<b>3. Methodology</b>	<b>25</b>	Clearly illustrates how the work plan will be implemented to cover all required elements	<b>7</b>
		Clearly illustrate how the assessment will be carried out	<b>6</b>
		Clearly illustrate how the action plan will be developed and participatory approach will be followed	<b>7</b>
		Training tools and methods	<b>5</b>
<b>4. Adequacy of work plan and staff distribution</b>	<b>22</b>	Clear linkage between activities and deliverables	<b>10</b>
		Clear bench marks	<b>6</b>
		Clear and reasonable timeframe	<b>3</b>
		Clear input of each individual team member	<b>3</b>
<b>Total</b>	<b>100</b>		<b>100</b>

2. Financial Proposal: Price proposals will be opened only for submissions that pass the minimum technical score of (70%) in the evaluation of the technical proposals. The evaluation will be as follows:

- 30 points shall be allotted to the lowest total fees proposed among those invited institutions which obtain the threshold points in the evaluation of the technical proposals.
- All other financial proposals shall receive points in inverse proportion to the lowest total fees; e.g. [30 Points] x US\$ lowest total fees]/[US\$ other] = points for other proposer's financial proposal. The General mark or combined score for each proposal will be arrived as follows:

The score of the Technical proposal multiplied by 70% will be added to the Financial Proposal 30%.

The institution whose proposal received the highest combined score will be the successful bidder.

### **13. Award of Contract**

PHG reserves the right to accept or reject any Proposal, has the right to split the offer, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the PHG's action.

**PHG will award the Contract to the institution who receives the Highest Combined Technical and Financial score.**

**Submission of the offer price will be Moday 21 of September by 13:00pm**