

RFP#PTC-043-2021-A

Consultancy Assignment to Develop an Incentive Package Scheme

Aimed at promoting fair-trade for the benefit of small producers.

“Fair for All -Trade and make value chain more sustainable”

1. OVERVIEW

1.1. PALESTINE TRADE CENTER (PALTRADE)

Palestine Trade Center (PalTrade) was established in 1998 as a non-profit, membership-based organization to “lead the development of Palestinian trade as a driving force for sustainable national economic growth”. Over the past seventeen years PalTrade, as the mandated National Trade Promotion Organization, and more recently has shifted their focus to export trade promotion in the areas of export development and information, export promotion, and export policy and advocacy working closely with wider export trade support and national partner network, Ministry of National Economy (MONE), international donor agencies and the international trade support network to deliver a positive impact on Palestinian trade performance.

1.2. PROJECT CONTEXT

Through Oxfam’s strategic partnerships with PFU, AMAN, PalTrade, RWDS and key value-chain actors, the FAIR for ALL consortium in OPT will establish a dynamic network of allies and coalitions to influence local and national bodies to achieve systemic changes in policies, regulations, and laws in favor of vulnerable men, women and youth producers. The enabling environment will be strengthened through a free-market approach to optimize the space for and capacity of targeted groups to compete, especially with larger private-sector players.

The Fair for All -Trade and make value chain more sustainable programme, funded by Dutch Government which will be implemented by partners of Oxfam in OPT and SOMO, will adapt a multi-dimensional approach to enable change at micro, meso and macro level (local, regional and national). Transparency and accountability mechanisms will be strengthened so civil society actors are able to claim more responsive and fair systems, fiscal, trade and value-chain regulations. Grassroots, women and youth organizations, movements, small-scale producers and other national bodies will be supported to establish coalitions to demand national and local governments adopt inclusive and responsive policies. This will contribute to enhancing the overall business environment, especially for youth entrepreneurs in the agricultural sector. Partners and key stakeholders will act as watchdogs of public- and private-sector duty bearers and monitor their adherence to governance principles and commitments.

2. OBJECTIVE AND EXPECTED RESULTS:

This consultation aims to present proposed package to incentivize market players to engage in fair trade practices with small businesses, especially in the agricultural sector, as this category faces unfavorable trade conditions. On the other hand, enhance small producers’ position to participate in fair-trade relations. They also need series of interventions to support their steadfastness, continued presence in the local market and linking them to foreign markets. In light of the existing economic ecosystem and practices, the study is required to address the challenges and opportunities to better engage small producers in faire trade transactions.

The study should contain the following:

- 1- The predominant characteristics of small projects targeted in the study.
- 2- The prevailing trade related ecosystem.
- 3- Challenges facing the small enterprises in sustaining favorable trade conditions.
- 4- Opportunities for small businesses in the local and foreign market.
- 5- Proposed support packages for small businesses to better qualify as a fair-trade party at the level of:
 - Government sector institutions
 - Private sector institutions
 - Civil society organizations
 - INGOs
- 6- Incentive packages for other market players to engage in fair-trade practices.
- 7- Revise existing regulatory framework for fair-trade both in domestic and foreign markets.
- 8- Set of general and specific recommendations to increase actors' preparedness and prospects of success for recommended packages
- 9- Action plan specified per priority and time span.

DELIVERABLES:

- Inception Report with approved data collection methodology, tools and updated action Plan
- Comprehensive study addressing and fulfilling all components in section 2
- The reports are to be delivered to PalTrade in open source (i.e., Microsoft word and excel) and PDF format.

3. TIME FRAME

Assignment duration is 10 weeks from the date the contract is signed. The assignment is expected to commence on **Month/ Day, Year and completed on Month/day, Year.**

4. GENERAL TERMS AND CONDITIONS

The proposal shall be submitted as a hard copy signed and stamped in two separate files in addition to a scanned signed and stamped copy on CD or USB, in PalTrade Offices located in Al-Bireh City- Al-Balou Street – Mall of Palestine Bld.2 – 5th Floor, and as below:

- Assignment is open to all consultancy companies/ Individuals working in the target market (i.e., Palestine).
- A separate sealed envelope containing a signed and stamped hard copy and CD or USB of the technical proposal named: **RFP#PTC-043-2021-A Technical Proposal**;
- A separate sealed envelope containing a signed and stamped hard copy and CD or USB of the financial proposal signed and stamped named **RFP#PTC-043-2021-A Financial Proposal**.
- All inquiries shall be addressed, in writing by e-mail to procurement@Paltrade.org , the deadline for receiving any inquiries about the scope and this RFP contents is **Tuesday 18th of Jan, 2022 until 14:00PM**. No inquiries shall be received after this date.
- **The deadline for submitting the proposals** shall be no later than **Sunday 23rd of Jan,2022 until 12:00PM**, any proposals received after this date and time will be rejected.

- The submitted proposals shall be valid for the period of (90) days from the date of submission.
- Submitted proposals languages shall be English.
- In submitting a proposal, the proposer acknowledges that PalTrade is not liable for any costs incurred for the preparation and/or submission of the proposal.
- PalTrade may cancel, postpone, divide or extend this RFP or any part of it without any reasons, and the service provider does not have the right to ask for any compensation or price differences.
- PalTrade will not be bound to the least price submitted, and without stating any reason for this noting that the evaluation will be technical, and if succeeded, financial.
- PalTrade has the right to withhold the names of the participants in this RFP and their corresponding proposals.
- PalTrade will prepare a service contract with the winner of this RFP.
- PalTrade shall pay the contracted service provider the approved contracted amount after submission of final report and job completion, against PalTrade approval of the given works and against a tax invoice and valid source of origin.

5. TECHNICAL PROPOSAL

5.1 RFP Documents signed and stamped.

5.2 Companies should be able to provide company profile, Valid company registration certificate , vat official invoices and valid deduction at source certificate. Individuals' consultants are requested to include their full details, CVs ,cover letter and copy of their ID.

5.3 Proposed Team Qualification:

- At least 1-2 team members' CVs are requested to complete needed works with below minimum skills:
- Education: Advanced university degree in related field
- Experience: At least 5 years of experience in related target field. Experience in Oxfam funded project is a plus
- Language: Fluency in oral and written English. Ability to communicate in official languages of beneficiary (Arabic)

5.4 Proposed Detailed Methodology:

- Detailed work plan and a clear description of the proposal technical approach to complete the work specified in this RFP.
- Clear Description of the report (outline proposal) with time frame

5.5 Previous Relevant Experience Proof:

1. The participants must submit a list of similar experience in the same field and supported by 2-4 samples and contacts of at least 3 references or 3 certificates of accomplishment.

6. FINANCIAL PREPOSAL & REQUIRMENTS :

1. Price proposal filled, signed, and stamped per (Annex1) in separated sealed envelop
2. Detailed financial budget with breakdown of cost.
3. Prices shall be in **Euro and including VAT**
4. **Price should be valid for 120 day.**

7. RFP Evaluation:

7.1. Technical Evaluation Weighting out of (%70):

No	Evaluation Criteria	Max (points)
	Technical Weight	70%
1	Methodology (work plan , report outline, time frame)	35%
2	Relevant/ previous experience proven	20%
3	CV's	10%
4	PalTrade members	5%

Upon the completion of the technical evaluation, only proposals who were not eliminated during the technical evaluation and have achieved the minimum passing scores of (55%) out of (70%) will be evaluated financially.

Proposers who their technical proposals did not pass the technical evaluation, shall receive their financial sealed envelopes back from PalTrade Offices.

7.2 Financial Evaluation Weighting out of (%30)

Only passed technical proposals will be evaluated financially and in accordance to the least price offer.

7.3. Overall Evaluation:

The winner of this RFP is the one who receive **the highest cumulative overall score** of both technical & financial evaluations.

8. Annex 1: Bills of Quantities (COST proposal)

Item	Quantity	Amount in EURO including VAT	Duration	Notes
Consultancy assignment to develop Proposing an incentive package scheme aimed at promoting fair-trade for the benefit of small producers	1		10 Weeks	
TOTAL IN EURO INCLUDE VAT				

NOTE: PLEASE FILL THE PRICE IN ANNEX 1, SUBMIT IT IN SEPERATED SEADLED ENVELOP

Supplier Signature & Stamp-----

END OF RFP