
 <p>Cáritas Española Servicios Generales</p>	OPERATIVE INSTRUCTION	Code: IOCI02
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BASE LINE FOR THE PROJECT:
“STRENGTHENING THE LOCAL MARKET AND IMPROVING FOOD SECURITY THROUGH THE PRODUCTION AND MARKETING OF AGROECOLOGICAL FOOD, AND THE PROMOTION OF AGROTOURISM IN BEIT JALA, PALESTINE”
- PALESTINE

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1. Introduction

Cáritas Española (CE) supports development-aid Projects with a “fraternal cooperation” approach. An aid modality that works with the most underprivileged in terms of equality, reciprocity and co-responsibility and seeks to empower local Caritas organizations in developing countries, strengthening their structures while maintaining an active presence in European and international networks.

The initiatives promoted by CE are intended to implement measures that directly contribute towards ending the causes of poverty and its consequences, as well as adding the component of sustainability into interventions. The involvement of the people receiving these actions is key for this aim, as we are convinced that they are the main people responsible for their own development.

CE works in Palestine for more than 20 years, being one of its countries with a high intensity of intervention. We have extensive experience guided by four-year country strategies that translate into a high degree of knowledge of the context, consolidated institutional relationships with local actors of a different nature, and a high commitment to work. Together with our local partner, Cáritas Jerusalem, various jointly designed work strategies are developed and implemented.

2. Objective and scope of the baseline study:

The purpose of this consultancy is to conduct a baseline study for the development cooperation project "*Strengthening the local market and improving food security through the production and marketing of agroecological food, and the promotion of agrotourism in Beit Jala, Palestine*" of 24 months duration, financed by the Generalitat Valenciana -Call for Development Cooperation 2021-. This project represents the third phase of the intervention strategy in the Al Makhroul Valley that responds to the difficulties of developing economic activities and the problems of food access and availability, which are a consequence of the violation of the right to food and development. of the Palestinian population of Beit Jala.

This process will take place over a period of approximately five weeks of which at least two will correspond to field work in Palestine will correspond to field work.

The study must incorporate disaggregated information at least by gender, age, cultural diversity and functional diversity.

3. Project Background:


The planned project execution area is Beit Jala

The expected duration of the project is 15/05/2022 – 14/05/2024

The Project will be fully implemented by the local partner (Caritas Jerusalén) and will be coordinated by Caritas Spain through the head office-country or cooperating, as the case may be.

The planned project budget is approximately 611.091,77€.

The project aims to contribute to the full exercise of the Human Right to Food of the population in Beit Jala (Palestine) through local socioeconomic development and from a food sovereignty approach. To achieve this, the availability and accessibility of quality local agroecological products will be increased. They will strengthen capacities and mechanisms for the protection of land and sustainable cultivation

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based on rights and economic opportunities will be generated through productive activities and responsible agrotourism.

For more information, you can request the complete logical framework.

The project is aimed at

Population of Beit Jala	3558 families
Landowners in Makhroun at risk of confiscation and lack of means for their rehabilitation, without training	30 families
Owners of land that, due to its characteristics, are not suitable for cultivation with raised beds	55 families
Landowners who need protection through the installation of a fence	60 families
Rehabilitation of farm towers	5 families
Members of the social cooperative	45 members
Insertion workers to carry out rehabilitation work	50 families
Minors of 4th and 5th school grade	500 children
Beit Jala Town Hall. Rehabilitation of the Hosh Kattan cultural center	Local community of Beit Jala
Diplomatic community on the ground	30 diplomats
Hope School which will host the Makhroun visitor center	Local community of Beit Jala
Social agricultural cooperative	1 cooperative
Salesian educational community of Cremisan	1 religious community and school for vulnerable children
Beit Jala Schools	10 schools


4. Actors involved

The promoter institution of this baseline study is Cáritas Española.

This baseline study is carried out by a Management Unit made up of Caritas Española (technician at the headquarters and technician of the Technical Support Unit - UATAH), and the National and Caritas Jerusalem National Office (local partner). The Management Unit will be responsible for preparing and validating the ToR, selecting and ensuring coordination with the consulting team to guarantee the quality of the baseline study process. In the same way, the local partner will be in charge of managing those aspects that are necessary in the field work and from the field, as well as supplying all the data and information that is required, facilitating the necessary organization for visits and travel of the consulting team, and to support the application of informative techniques.

Details of the key informants for the base lane study are shown in the following table

Actors	Key informants
Rights holders	Owners of the lands of Makhroun.
Obligation holders	Beit Jala Municipality Ministry of Agriculture (Bethlehem office) Ministry of Tourism

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Responsibilities holders	Hope Secondary School Caritas Jerusalem Al Makhrour Cooperative
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5. Baseline study methodology and work plan

The methodology for conducting the baseline study must be participatory, including gender and human rights approaches throughout the process. Quantitative and qualitative methods and techniques should be proposed.


The process is articulated in three phases and for which the following calendar has been identified:

Phase	Tasks	Weeks				
		1	2	3	4	5
Design	Initial documentation review	x				
	Development of the methodology (including baseline study questions, baseline study matrix and data collection tools)	x				
	Presentation, discussion and validation of the initial report		x			
Data collection and analysis	Data collection		x	x		
	Data analysis and first feedback				x	
Report writing	Draft diagnostic report				x	
	Power point presentation/infographics and discussion of the draft				x	
	Drafting and delivery of the final version of the report					x

6. Documents and sources of information:

Within the documentation to be reviewed by the evaluation team, we consider the following essential, without prejudice to other documents that the team may demand or whose demand arises during the process:

Document	Main contents	Location
Strategy del ministerio de Turismo	National strategy for Tourism	الاستراتيجية القطعية للسياحة والآثار 2023-2021.pdf (palestinecabinet.gov.ps)
Strategy del ministerio de Agricultura	National strategy for Agriculture	https://prais.unccd.int/sites/default/files/2018-07/English%20Strategy%202017-2022.pdf
Palestine: "Land of olives & vines - Cultural Landscape of Southern Jerusalem, Battir"	UNESCO guidelines for the intervention area	Palestine: Land of Olives and Vines – Cultural Landscape of Southern Jerusalem, Battir - Documents - UNESCO World Heritage Centre

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Case Study Al Makhrou - Balasan	Intervention area monograph	https://balasan.org/?p=256
Caritas Market study of Bethlehem District	Market study on the agro-ecological sector in the District of Belén	Caritas Jerusalén- Food security Department
Biodiversity Conservation and Community Development in Al-Makhrou Valley in Bethlehem, Palestine	Research the current state of biodiversity and ecosystem services leading to conservation biodiversity in Al-Makhrou Valley of Bethlehem	https://www.palestinenature.org/conservation/NGS-Initial-study.pdf
The Last Nail in Bethlehem's Coffin The Annexation Wall in Cremisan	Case study of Cremisan	https://www.saintyves.org/uploads/48b0e3006fed833d1e1ac000954819c5.pdf

7. Deliverables

8.1. Initial report

At the end of the initial phase, a report containing at least the following elements will be delivered.

- Final work plan.
- Baseline study methodology.
- Annexes with data collection tools.

8.2. Draft Report

At the end of the data collection and analysis phase, a report will be delivered that will contain at least the following elements:


- Activities carried out and techniques used.
- Conditioning factors of the work carried out.
- Baseline Result.
- Review of the MML.
- Database generated for the development of the study.
- Conclusions.
- Recommendations.
- Annexes
- (Data collection sheets, among others).

8.3 Final Report

The final report will consist of a consolidation of all the information contained in the initial report and the draft report reviewed and validated by the Management Unit, preceded by an executive summary of no more than four pages. In addition, it must include a brief presentation of the work team, description and objectives of the consulting service, scope of the consultancy, work plan, activities and techniques used, information processing and analysis.

8. Deadlines and presentation of the technical proposal and evaluation criteria:

The estimated time required for the internal baseline study is five weeks (see schedule in point 6). The **start date will be approximately 20th July** (to be negotiated with the selected consultant). The deadline for delivery of the final products will be defined in the work plan and in the contract signed with the

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consultant or consulting team. The final products must be delivered to Caritas Española **by 6th September at the latest.**

The maximum budget for Consulting is 15.000 Euros with taxes included.

Interested parties must submit a technical and economic proposal to Cáritas Española, in the format and deadline indicated below:

Bid submission date: prior to 12th July (included).

Place of presentation: Madrid

Persons responsible for receiving offers e-mail: projects2@caritasjr.org , vgarofalo.ssgg@caritas.es

Form of presentation: in digital version to the emails mentioned above

The technical proposal must include the data of the evaluation company, including the detailed curriculum of the members of the evaluation team that will carry out the work, the scope and methodology that will be used and a work schedule that includes the deadlines proposed by the evaluation company to carry out the baseline study work.

The economic offer presented must be as detailed as possible and include VAT in the budget.

Within a maximum period of one week, (7) calendar days, following the opening of proposals, their exclusion or award will be communicated to the bidders.

The formalization of the contract will be carried out within a maximum of fifteen (15) days following receipt of the notification of the final award.


The successful bidder undertakes to carry out the contract itself, the assignment or subcontracting of the same to a third party being expressly prohibited, unless expressly authorized by Cáritas Española.

In addition, the contractor will be responsible for the consequences that may arise from the lack of veracity of the content of all those statements that he makes due to the fulfillment of the obligations derived from this document and the contract that they sign.

The offers presented will be valued on one hundred points, according to the following established criteria:

1. Technical quality of the proposal, as well as its suitability in relation to the established purposes. 40 points. The assessment of the quality of the submitted offer will consider the following criteria:

- Demonstrable experience in baseline study, formulation and preparation of baselines for projects and development programs with a human rights and gender approach.
- Experience in the management and design of tools and mechanisms for the collection and systematization of information, as well as participatory methodologies and capacity to facilitate workshops and meetings.
- Demonstrable experience in the intervention sector.

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- Experience in formulating interventions will be positively valued.
- Knowledge of Cáritas will be positively valued.

2. Work team composition: 40 points.

- High weighting: Demonstrable experience in carrying out participatory identifications with a Human Rights and gender approach; Demonstrable experience in identifications with Spanish funders (AECID, CAM...). High level of the Spanish language and the country of execution (Arabic). Knowledge of the reality of the country and the intervention sector, management of research methods and techniques. The inclusion, as far as possible, of professionals from the country of intervention in the work team and the balance between genders will be valued.
- Moderate weighting: knowledge of the reality of the terrain. Knowledge in the baseline study of projects.
- Knowledge of research methods and techniques.

3. Economic offer presented: 20 points.

- Accuracy and efficiency of the economic proposal.
- Balance between costs of collecting information, fees, travel, etc.

In order for the offers submitted to be evaluated, the companies/independent evaluators must prove experience in baseline study work for development cooperation projects, through a list of similar works conducted during the last 3 years.

9. Baseline Study Premises and Publication:

As basic premises of ethical and professional behavior on the part of the work team, it is required:


Anonymity and confidentiality. The baseline study must respect the right of people to provide information, ensuring their anonymity and confidentiality

Responsibility: Any disagreement or difference of opinion that may arise between the members of the team or between them and those responsible for the intervention, in relation to the conclusions and/or recommendations, must be mentioned in the report. Any statement must be supported by the team or record disagreement about it.

Integrity: The evaluation team will have the responsibility to highlight issues not specifically mentioned in the ToR if this is necessary to obtain a more complete analysis of the intervention.

Independence: The team must guarantee its independence from the evaluated intervention, not being linked to its management or to any element that composes it.

Data protection: The consulting firm undertakes to maintain the strictest professional secrecy and confidentiality regarding the personal data to which it has access due to the baseline study conducted, as well as to diligently fulfill the duty of guard and custody imposed on them by the Organic Law on the Protection of Personal Data. These duties will be payable to the evaluation company during the term of the contract for the provision of services, and even after it has ended for any reason. Likewise, the evaluation company expressly undertakes to adopt the necessary technical and organizational

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measures that guarantee the security of the personal data to which it has access and to avoid its alteration, loss, treatment and unauthorized access, taking into account the state of the technology, the nature of the stored data and the risks to which they are exposed, whether they come from human action or from the physical or natural environment, and must comply at all times with the provisions on this point in Organic Law 15/1999, of December 13, Protection of Personal Data, and successive and the General Data Protection Regulation (RGPD), 2016.

Validation of information: The evaluation team is responsible for guaranteeing the veracity of the information compiled for the preparation of the reports and will be responsible for the information presented in the baseline study report.

Incidents: In the event of the appearance of problems during the field work or in any other phase of the baseline study, these must be immediately reported to the NGDO and, if it deems it necessary, it will be reported to the funder. . Otherwise, the existence of said problems may in no case be used to justify not obtaining the results established by the NGDO in these Terms of Reference.

Copyright and Disclosure. It is clarified that all copyright falls on the contracting entity of the baseline study, being the disclosure of the information collected and the final report the prerogative of the NGDO.

Sanctions regime. In case of delay in the delivery of the reports or in the event that the quality of the reports delivered is manifestly inferior to what was agreed with the NGDO, the penalties and arbitrations established by the contracting entity in the Administrative Clauses Document of the contract to be signed with the evaluating entity.