

## Terms of Reference

### 1. General Objective

The Palestinian Industrial Estates and Free Zones Authority (PIEFZA) is in the process of establishing the Jericho Agro Industrial Park (hereinafter referred as "JAIP". Various issues have been encountered in PIEFZA such as lack of staff with necessary knowledge or experience, and lack of budget causing insufficient promotion activities as well as limited capacity for one-stop service for investors for JAIP by PIEFZA in Ramallah.

In The Palestinian Authority (PA) requested a technical cooperation project aimed towards the capacity development of PIEFZA and various tasks required for realization of JAIP, and the Japanese Government has adopted the request in April 2010.

The expected outputs of the Technical Cooperation Project are: i) Enhancing the capacity of PIEFZA to develop and supervise industrial parks, ii) Finalizing the business Plan of Jericho Agro-Industrial Park and iii) Information on Jericho Agro-Industrial Park is disseminated to potential tenants.

It is envisaged that the consultant employed under this TOR will work very closely with the Japanese Expert team and PIEFZA in order to achieve these outputs above.

### 2. Scope of Work

Purpose : To assist, propose, amend, laws, bylaws, MOU's, and Concessions agreements, in order to enhance, the capacity building of PIEFZA, and prepare better incentives in order to attract business in JAIP.

Tasks :

- Collecting information on the current status of laws and regulations relating to PIEFZA's activity
- Review, propose the procedures to modify existing PIEFZA Law bylaw, and regulations
- Provide a legal opinion over existing law and propose modifications in accordance to matches the new updated law in other related PA institutions, related to investments operation of free IEs and its

criteria, licensing system, Businessmen membership cards, logistics and so on, In addition to that to participate with the senior civil Engineer to develop work procedure(s) and develop trade at IEs level (import and export)

- Advice senior management and project management on legal aspects
- Participate in negotiations with existing and potential developer on legal aspects
- Participate in preparing reviewing all kind of MOU;s, contracts, and legal positions.
- Participate on subcommittee and committees, which is related various proposed operation divisions within the organization projects,
- Enhance PIFFZA projects, by providing legal support on developing their project legal capability,
- Suggesting work plan showing recommendable step of action that PIEFZA should take
- Analyzing PIEFZA's capacity and improvement measures regarding legal and regulative issues
- Drafting internal regulation of JAIP
- Monitoring progress of the suggested work plan
- Assisting PIEFZA staff members in dealing with legal and regulative issues
- Contributing to any necessary support that Japanese experts have requested involving the success of the project

Deliverables :

- Review on the current status of laws and regulations relating to PIEFZA's activity
- Work plan for improvements required to provide incentives
- Recommendations to develop PIEFZA's capacity to deal with legal and regulative issues

- Draft internal regulation of JAIP
- Interview memos to relevant organizations
- Progress monitoring report
- Completion report
- Monthly activity report

### 3. Implementation Schedule

The assignment is scheduled from **June 2011 to February, 2012.**

### 4. Deliverable

Consultants employed under this TOR shall submit the deliverables mentioned above per each professional field. The report shall be submitted to the JICA Project Team no later than the date agreed upon.

### 5. Consultant Qualifications

The proposed work will be carried out by the consultants and assisting members. The consultants employed under this TOR must have enough knowledge, skill and experience in industrial park development/promotion or the relevant field to carry out this work effectively. The following experience and expertise are taken into consideration for consultant's assignment.

#### **Requirement:**

1. 10 years or more of professional experience in the field of legal management
2. Formal Licensing certificate by Palestinian Association.
3. Ability to work under pressure in a team environment as as well as leader.
4. Good communication skills.
5. Excellent interpersonal skills and ability to work in a multicultural environment.
6. Advanced English and Arabic written and spoken language skills are essential.
7. Computer skills and knowledge of relevant software.

### 6. Others

The consultants employed under this TOR should work closely with JICA Project Team and PIEFZA under full time assignment.

