

Consultancy Service Contract

Contract Number	2019/2020-1
Project Title	Biodiversity Conservation and Community Development in Al-Makhrour Valley in Bethlehem, Palestine. Project period: September 2018 – March 2021. Funded by Darwin Initiative
Project Number	10-295
Budget Line Item	Consultancy Costs
Processed By	Prof. Mazin Qumsieh

Bethlehem University
Frere Street
P.O. Box 9, Bethlehem
(Hereinafter referred to as "BU")

And

Pioneer Consultancy Centre for Sustainable Development (PCC)
Represented by Roubina Ghattas
Address: Bld. 153, Manger Street
P.O. Box 118, Bethlehem City
Email: roubina@uems.ps Tel: 02 2752584 Fax: 02 2752583
(Hereinafter referred to as "PCC")

Based on the General Terms of the Contract with the funder, this document lays down the scope of work.

Scope of Work:

1. **Assigned subcontract period:** 3 April 2019 – 31 December 2019
2. **The aim of the assignment:**
 - 2.1 PCC will conduct set of activities for accomplishing "Plant Biodiversity Inventory" in line with related objectives specified in the project proposal document.
 - 2.2 PCC will prepare "Biodiversity Conservation Plan for AlMakhrour Valley" (BCP) as it was described in the project document and in line with related objectives specified for this task.
3. **Target area:** AL Makhrour valley; its extension from Beit Jala reaching Battir Village and that encircles Battir village from the south western side of the village towards Husan Village.
4. The consultancy assigned tasks for accomplishing the project's Plant Biodiversity inventory and the tasks for preparing the BCP are detailed in the consultancy offer in annex 1.
5. **Main Deliverable of assigned task for accomplishing plant biodiversity inventory:**
 - 5.1 Final Baseline report describing the plant biodiversity at targeted area.
 - 5.2 Specimens for Herbarium collection and photos of key important plant species.
 - 5.3 Flora / habitats database of collected data from the field for all seasons.





- 5.4 Hand BU-PMNH 1social media announcements to be published at their webpage and social media link.
6. **Main Deliverable of assigned task for preparing Biodiversity Conservation Plan for Al Makhroul Valley:**
- 6.1 key components of the Biodiversity Conservation Plan (BCP).
- 6.2 Results of two workshops with stakeholders; one for relevant governmental bodies (4 representatives), second for village councils (4 representatives), and local organizations targeting Al Makhroul in their activities (4 representatives); providing applicable methods and practices to conserve and sustain biodiversity at Al Makhroul in a participatory approach. Attendance sheets and photos for the two workshops.
- 6.3 Literature and statistics revision regarding socio- economic and agricultural conditions of the localities in proximity to Al Makhroul Valley
- 6.4 Brief about Physical characteristics, natural ecosystem and habitats of the site.
- 6.5 Identified and evaluated conservation targets and values
- 6.6 Main threats and challenges facing biodiversity component in the valley.
- 6.7 Vision and long term conservation goal.
- 6.8 The conservation strategies, objectives, and action plan for the site.
- 6.9 A final report for the conservation plan of the Valley.
7. **General Terms of Contract**
- 7.1 The Special Agreements shall constitute an integral component of the Contract.
- 7.2 The General Terms of Contract shall constitute an integral component of the Contract. The Service Provider hereby declares that he/she is familiar with the General Terms of Contract.
- 7.3 This Contract shall be drawn up in two originals. The Service Provider shall receive one original.
- 7.4 All modifications to this Contract shall be made only in writing.
8. **Contract Termination**
- BU- PMNH has the right to terminate this contract at any time with written notice to provider while ensuring project completion and obligation to funders. PCC has the right to terminate this contract at any time with written notice to BU-PMNH if the second did not suffice its obligation towards PCC as described in this contract.
9. **Remuneration**
- The amount of USD 8,688.4 including VAT will be paid to PCC according to the following schedule of payments and based on the offer provided from PCC attached in Annex 1. Money will be transferred in installments based on satisfactory and timely delivery of required documentation, data, and material. **Payments will be paid based on submitting taxable invoices and valid deduction from source provided by PCC.** Payments are requested as following:

Item	Amount
First payment of 20% of total budget at end of May 2019, upon receiving the biodiversity baseline final report with all necessary support databases.	USD 1,737.68
Second payment of 30% at end of August 2019, upon receiving a summary report about results of the interviews with stakeholders and locals regarding the BCP.	USD 2,606.52
Third payment of 30% at mid of November 2019, upon receiving a draft of the Biodiversity conservation plan for revision and approval by BU.	USD 2,606.52
Final payment of 20% at the end of December 2019, upon receiving the final version of the BCP with all revisions.	USD 1,737.68
Total	USD 8,688.4

Payment should be transferred to PCC through Bank transfer instalments to the following Bank account:

PCC's Bank Account Information:

Bank name : Arab Bank
 Bank Address : Beit Jala, Al Sahel St.
 Account Holder: Roubina Ghattas
 Account name: PCC-DI project
 Account number: 9050-704019-511
 IBAN #: PS07 ARAB 0000 0000 9050 7040 1951 1
 Swift code: ARABPS22xxx

Bethlehem University	Service Provider
  Mr. Youil Anastas Vice President for Finance, BU	  Mrs. Roubina Ghattas Director General, PCC
Date: 20/5/2019	Date:

Annex 1



By Mrs. Roubina Ghattas
Pioneer Consultancy Center for Sustainable Development

Consultancy Service Scope of Work
Offer for Finalizing the Plant Biodiversity Inventory and
Conducting Biodiversity Conservation plan for Al Makhroun
Valley

Under Darwin Initiative project entitled: "Biodiversity Conservation and Community Development in Al-Makhroun Valley in Bethlehem, Palestine"

Consultancy Period: April-December 2019

Submitted by: Pioneer Consultancy Centre for Sustainable Development (PCC)

Represented by: Mrs. Roubina Ghattas

Address: Bld. 153, Manger Street

P.O. Box 118

Bethlehem City

Email: roubina@uems.ps

Tel: 02 2752584

Fax: 02 2752583

Submitted on: 2/4/2019

Submitted to: Bethlehem University / Palestine Museum of Natural History- Institute of Biodiversity and Sustainability (PIBS)

1. Scope of Work for the Consultancy Service:

1.1 Finalizing the Plant Biodiversity Inventory for Al Makhroun Valley

1.1.1 The aim of the service: PCC will conduct set of activities for accomplishing "Plant Biodiversity Inventory" in line with related objectives specified in the project proposal document. The inventory will support the BU-PMNH project team to develop biodiversity monitoring database and a biodiversity management plan later during the course of the project. The outcomes of this consultancy will go in line with the "Management and Conservation Plan (MCP)" drafted for the World Heritage Property in the year 2018 by MoTA (Ministry of Tourism and Antiquities) and relevant stakeholders. The plan is still awaiting the approval of the UNESCO international. The outcomes of the inventory will respond directly to the MCP Strategic objective 11.2 – Action 44.

1.1.2 Target area: AL Makhroun valley; its extension from Beit Jala reaching Battir Village and the section that encircles Battir village from the south western side of the village towards Husan Village.

1.1.3 The consultancy assigned tasks for accomplishing the project's Plant Biodiversity inventory:

- a) Finish the plant biodiversity inventory for Al-Makhroun valley for the month of April 2019; using Braun and Blanquet for flora surveys, and IUCN guidelines (total around 4 field trips).
- b) Providing specimens of plants to the PMNH herbarium and documenting with photographic record plant species in the valley. PCC will provide the plant specimens

RG



By Mrs. Roubina Ghattas
Pioneer Consultancy Center for Sustainable Development

at the end of the survey day to PMNH and PMNH will produce the Herbarium sheets of those specimens.

- c) The suggested schedule for field visits is as following: 4 field visits during April 2019 (3 visits to AL Makhroul Valley and 1 visit Battir south western side). During this month the transects that have already been set during surveys done from November 2018 until March 2019 will be surveyed again registering new species found in that month per transect and in the whole valley in general.
- d) Finalize the baseline report for ecosystem/plant biodiversity status at Al-Makhroul Valley that will be handed as final version at end of May 2019.
- e) The baseline report will be supported with maps for mapping the inventory. The coordinates will be taken by PCC team but the production of the maps will be conducted by BU-PMNH (EQA support).

1.1.4 Main Deliverable of assigned task for accomplishing plant biodiversity inventory:

- a) Final Baseline report describing the plant biodiversity at targeted area.
- b) Specimens for Herbarium collection and photos of key important plant species
- c) Flora / habitats database of collected data from the field for all seasons.
- d) Hand BU-PMNH 1 social media announcements to be published at their webpage and social media link.

1.2 Prepare Biodiversity Conservation Plan for Al Makhroul Valley:

1.2.1 The aim of the service: PCC team will prepare the "Biodiversity Conservation Plan for Al Makhroul Valley" (BCP) as it was described in the project document and in line with related objectives specified for this task. The aim of this plan is to come out biodiversity components of conservation value and best methods/actions for their sustainable conservation at Al Makhroul valley. The plan will highlight the biodiversity status at the targeted site based on the conducted biodiversity surveys (including flora, fauna and avifauna surveys done during the Darwin Initiative project period), description for the studied ecosystems/habitats and its main services, the threats that face biodiversity including socio-economic aspects, the conservation values (mainly biodiversity values), strategic objectives and action plans for conservation. PCC team will use the CMP model (Conservation Measures Partnership, 2013) and IUCN relevant guidelines while preparing the plan.

The outcomes of the plan will complement the "Management and Conservation Plan (MCP) for Palestine: Land of Olives and Vines Cultural Landscape of Southern Jerusalem, Battir" and its strategic objectives drafted for the World Heritage Property in the year 2018 by MoTA (Ministry of Tourism and Antiquities) and relevant stakeholders. The MCP is still awaiting the approval of the UNESCO international. The outcomes of the BCP will respond directly to the MCP Strategic objectives as following:

Objective3 – Strategy 3.1 – Action 5

Objective7 – Strategy 7.1

Objective 11 – Strategy 11.1-11.2

Objective 13 – Strategy 13.2

Objectives 18 – Strategy 18.1

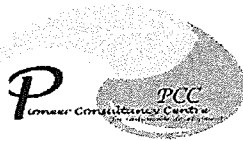
It is important to note here that the MCP the was prepared by MoTA and other stakeholders in the year 2018 includes several aspects that our BCP was supposed to include such as physical characteristics, water resources description and other socio-economic aspects, ownership etc. However relevant aspects mentions in MCP will be considered as part of the literature review and will be integrated as appropriate in the BCP we are willing to prepare. It is worth mentioning that the MCP did not develop a conservation plan for biodiversity but mentioned the importance of doing one and focused on conserving the archeological and cultural aspects of the WHS. So the plan PCC is willing to develop will focus on targeting the biodiversity components for conservation theme at Al Makhrou Valley.

1.2.2 Target area: AL Makhrou valley (MKV); its extension from Beit Jala reaching Battir Village and the section that encircles Battir village from the south western side of the village towards Husan Village.

1.2.3 The consultancy assigned tasks for accomplishing the Biodiversity Conservation Plan (BCP)

1. Set key components of the Biodiversity Conservation Plan (BCP).
2. Conduct two workshops with stakeholders; one for relevant governmental bodies (4 representatives), second for village councils (4 representatives), and local organizations targeting MKV in their activities (4 representatives) to discuss applicable methods and practices to conserve and sustain biodiversity at MKV in a participatory approach. This will be done after setting number of indicators to be reflected in a set of questions to come out with clear vision regarding the main threats and potential actions to conserve biodiversity components at MKV from locals point of view. In addition, the workshops will provide space for all participants to reflect their views. The workshops are found a better mean to collect necessary and most oriented results from the participants. They are considered alternative activity to conducting the 12 interviews as mentioned in the proposal document; as all targeted representatives of relevant organizations will attend the workshops. The workshops will be documented with attendance sheets and photos.
3. Analysis will be done to the workshops' outputs and the results will be integrated with the conservation plan.
4. Literature and statistics revision will be done to the site mainly regarding socio-economic and agricultural conditions of the localities in proximity to Al Makhrou Valley (Battir, Husan, Al Walajeh and Beith Jala) (mainly based on desk study done earlier to the site).
5. Brief about Physical characteristics, natural ecosystem and habitats of the site will be described (mainly relying on biodiversity baseline inventory reports).
6. Identification and evaluation of conservation targets and values (i.e. elements of the biodiversity at MKV that shall be conserve). The information at species level will rely on the already done inventory surveys for flora, fauna and avifauna during the course of the Darwin initiative project.

RC



By Mrs. Roubina Ghattas
Pioneer Consultancy Center for Sustainable Development

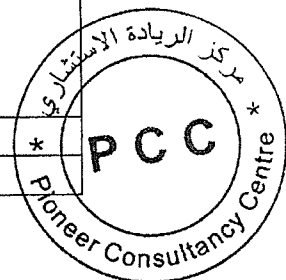
7. Analyze main threats and challenges facing biodiversity component in the valley through prioritizing (according to severity and irreversibility) the direct threats to identified conservation targets (i.e. anthropogenic factors that directly affect conservation targets, in a negative way).
8. Set vision and long term conservation goal (it shall be complementary with vision set by MoTA in the MCP).
9. Build the conservation strategies and objectives; build the strategic objectives in accordance with the results of the threats' analysis and the conservation values at the site.
10. Reflect on the strategies by action plan for each set strategic objective.
11. Produce a report that describes the conservation plan for the Valley after integrating results of the all steps list above.

2. The Consultancy Service Detailed Budget:

Payments are requested as following:

- 2.1 First payment of 20% of total budget at end of May 2019, upon receiving the biodiversity baseline final report with all necessary support databases.
- 2.2 Second payment of 30% at end of August 2019, upon receiving a summary report about results of the interviews with stakeholders and locals regarding the BCP.
- 2.3 Third payment of 30% at mid of November, upon receiving a draft of the Biodiversity conservation plan for revision and approval by BU.
- 2.4 Final payment of 20% at the 20th of December, upon receiving the final version of the BCP with all revisions.

Finalizing Biodiversity Inventory at MKV			
No	Item	Unit	total Cost in USD \$
1	Taxonomist	4 days	400
	Working Team assistant	4 days	200
	Coordination, database/field sheets and summaries/reporting	10 days	800
	subtotal		1400
2	Transportation	4 visits	28





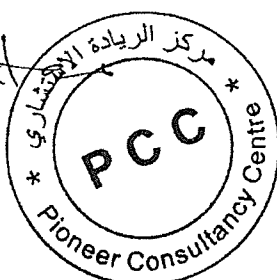
By Mrs. Roubina Ghattas
Pioneer Consultancy Center for Sustainable Development

	Stationary (papers and ink)	print outs for field trips and reports	
			28
	Communications	LS	34
	Subtotal		90
	Total for inventory budget		1490

Prepare Biodiversity Conservation Plan for MKV			
No	Item	Unit	Total Cost in USD\$
1	Specialist in Biodiversity Conservation	48 days	3502
	Technical assistant	30 days	1600
	Subtotal		5102
2	workshops	2	408
	Stationary	print outs and reports	198
	Communications	7 months	292
	Subtotal		898
3	Total for BCP		6000

Requested budget is 7490 USD\$, Offer not including VAT (16%)
PCC will provide taxable invoice and deduction from source certificate

Roubina Ghattas



Annex 2**To whom it may concern****From: PMNH-BU****Subject: Justification to contracting PCC**

Dear Sir\Madam,

For the sake of achieving PMNH's project objectives, we request contracting Pioneer Consultancy Center for Sustainable Development (PCC) to do the Plant Biodiversity Inventory and the biodiversity conservation plan for the PMNH-BU Project entitled "Biodiversity Conservation and Community Development in Al-Makhrour Valley". The justification for contracting PCC without going through BU regular tendering process is that because PCC was originally supposed to be a main partner of the project. This is clearly stated in the project proposal that we have submitted to the donor "Darwin Initiative-UK", for which we have received the grant.

After Darwin Initiative accepted our project proposal we proceeded to prepare a partnership agreement with PCC, but we were confronted with BU financial regulations and requirements that PCC could not afford. Accordingly, we have submitted a change request to the donor, asking to hire PCC on a consultancy basis to do the plant biodiversity inventory part of the project. Please see annex 3 for the change request submitted to Darwin Initiative. The change request has been accepted by Darwin Initiative on 13 November, 2018. Please see annex 4 for Darwin Initiative approval on the change request. Consequently, we have prepared a consultancy service contract for the period from 1 November 2018 until 31 March, 2019 based on a consultancy offer provided to us by PCC. Now, we need to prepare a new consultancy service contract for the period from 3 April 2019 until 31 December 2019 to complete the plant biodiversity inventory work and to develop the biodiversity conservation plan. Please see annex 1 for PCC consultancy offer.

Sincerely,

Mazin Qumsiyeh





Illegal Wildlife Trade Challenge Fund and Darwin Initiative
CHANGE REQUEST FORM

 Department
for Environment
Food & Rural Affairs

INTERNAL USE ONLY – NOT TO BE COMPLETED BY APPLICANT					
CR reference		Date received		Date PL informed	
Date sent to Defra		Recipient in Defra		Date response from Defra	

Annex 3

Application for Approval to Amend Project or Budget
for any IWT CF or Darwin/Darwin Plus Project

Before completing this form, please read the additional Guidance at the end of this document

Please indicate which type of request this is: Financial* ☐ Other ☒

**any change which requires movement of funds between financial years*

Project Ref and Title	25-030 Biodiversity Conservation and Community Development in Al-Makhrou Valley in Bethlehem, Palestine.
Request from (name and organisation)	Mazin Qumsiyeh Palatine Museum of Natural History-Bethlehem University
Email address	mazing@bethlehem.edu

Please confirm you have read the change request guidance document and understand that there is no guarantee a request will be granted ☒

Please be aware Financial change requests are reserved for exceptional circumstances, or circumstances out of your control. They will not be granted in instances of bad planning. You are expected to outline clearly why you were not able to foresee these changes, and what you have done to mitigate them.

You should submit this request as soon as possible, and where there has been a delay you should explain the reasons for this. You should submit any change request **no later than the annual forecasting exercise** (January).

Please keep your request clear and in plain English. Provide enough context for us to understand the request and justification, but keep the request short. **Avoid technical jargon.** If there are multiple changes we suggest using a numbered list to make them easy to follow across sections.

Brief background to your request. Please provide a short explanation of why you need to submit this request. Please remember that we do not know your project in detail so you should provide enough information to set the scene. Please use clear simple English and avoid jargon.

We would like to request your permission for an adjustment to the project pertaining to our project partner Pioneer Consultancy Center for Sustainable Development (PCC). The proposed adjustment will not affect the scope of work, deliverables, or total budget for the project .

As per the proposal, the project will be implemented by BU-PMNH as a lead organization in partnership with PCC, ICP and Byspokes. We are asking for change in use of services of one partner: Pioneer Consultancy Center for Sustainable Development (PCC).

How is this different to what is currently agreed? What do you specifically want to change?

Please clearly identify what you want to change. You do not need to provide a lot of explanation in this section. If your change impacts your logframe, please accompany your change request with the current agreed logframe with your proposed changes made **in tracked changes**. If your change involves changing staff, please include CVs. Please use clear simple English and avoid jargon.

Basically, when we wrote the proposal, we did not anticipate the complexity of reconciling Bethlehem University (BU) accounting systems with a private consulting firm (one of our partners, Pioneer Consultancy Center for Sustainable Development or PCC represented by Mrs. Roubina Ghattas). For example, BU requires project partners to use advanced accounting and payroll systems to capture payroll taxes.

Budget issues:

1-We would like Mrs. Roubina Ghattas of PCC to work as a short-term consultant (via two short-term service agreements which we will draw soon) to cover the plant inventory work and the creation of the biodiversity management plan for the area. Short-term service agreements are less complicated financially for us than issues noted above. Thus the line item for SALARY for Roubina (total GBP 22,298) would now change to consultancy contracts (both for Roubina and for other consultancy work to help in the agricultural areas).

2-The agriculture part of the work and its related budgets such as salary for Mohammad Abu Amrieh of PCC would then be managed by the project leader/BU and be done per our BU internal procedures and Darwin policies (we may hire Mohammad or someone else after proper job announcement and interview per BU policies).

Budget-wise, funds that were to be allocated to the partner PCC (including overhead) would now be spent directly by BU per procedures including making short term consultancy for Mrs. Roubina Ghattas/PCC.

We will try our best to ensure that these changes do not affect the timely implementation of project plan/log-frame.

Why do you need to make a change? What is the justification for the request? Please explain why this change is required giving a clear justification. Please use clear simple English and avoid jargon.

Basically, when we wrote the proposal, we did not anticipate the complexity of reconciling Bethlehem University (BU) accounting systems with a private consulting firm (PCC represented by Mrs. Roubina Ghattas). For example, BU requires project partners to use advanced accounting and payroll systems to capture payroll taxes. PCC cannot afford BU financial requirements. BU and PCC thus agreed by mutual consent that reallocating the agriculture tasks from PCC to BU with their associated budgets is

the best solution for everyone concerned and for the smooth operation of this project.

What measures have you taken to mitigate this request?

We expect you to have considered alternative options before submitting a change request. Please outline explicitly any action you have taken to try and minimise this change, particularly for movement of funds between financial years. For example, have you considered a different approach to matched funding timing?

We don't have other alternatives since the BU and Darwin financial regulations are strict and cannot be met by the partner with reasonable financial security or benefit. We tried to find other solutions but failed. This is thus the only option left to us.

What are the implications for the project if we are unable to approve this request? We understand that this may impact on delivery of activities, but please be clear about the expected implications for achievement of the project Outcome. Be very clear about what will and will not be deliverable without this change. **Please use clear simple English and avoid jargon.**

PCC simply will not be able to implement the project under the existing conditions in the original proposal and this part of the project with its associated outputs and outcomes would not be done.

Have you submitted any previous financial change requests for this project? Please fill in details of these requests in the table below if you are seeking a further financial change.

No

Request 1

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Start/end dates/ Comments
Original							
Revised							
Difference							

Request 2

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Start/end dates/ Comments
Original							
Revised							
Difference							

If this is a Financial Request, please complete the table below. Please ensure you use the latest agreed budget figures as the 'Current' figures below and also check that the totals all add up correctly and do not increase or decrease the total award.

Current Request

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Start/end dates/ Comments
Original							
Revised							
Difference							

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LTS comment on request

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LTS comments from	
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Decision made by LTS or referred to Defra:	LTS		Defra	
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Defra comment on request and subsequent clarifications before final decision

Comments from		Date	
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Comments from		Date	
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Final decision (Y/N)		Decision made by:	
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Any specific feedback to project:
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IWT and Darwin Change Request Guidance

Please ensure you read section 6.3 of the "[Finance for Darwin & IWT](#)" Guidance before completing your request.

All grants are payable on the basis of the details and work programme set out in the project application and any subsequent agreed changes.

We understand that Darwin and IWT CF projects are often operating in difficult environments, and sometimes changes need to be made to plans to ensure success. We recognise that this can require financial and/or administrative changes. The change request process exists to allow projects to adapt to changing and challenging circumstances.

However, there are restrictions to what is possible, particularly when changing budgets across the project lifetime – i.e. moving funds between financial years.

Any changes must receive approval before being applied.

You should endeavour to submit any change request **no later than the annual forecasting exercise** (January).

Requests submitted after this date are much less likely to be agreed unless the justification is exceptional.

Type of request

There are two main types of request. It is important to identify which you are seeking, as they are treated differently. If you are asking to move funds from one financial year (FY) to any other this is a **Financial** request. If your request does not have implications for the total budget figures in any financial year, this is an **Other** request.

Financial requests

A **Financial** request involves **changes to the level of funding across each Financial Year**. We need a clear justification for the request relating to unforeseen circumstances. We will not grant change requests for avoidable slippage or poor planning.

Financial changes relating to delayed recruitment will **only** be granted if you can clearly demonstrate that your original project plan allowed sufficient time for recruitment. You should have considered obvious difficulties (such as the job being in a remote location) in advance, and allowed enough time to account for delays.

Please ensure that any **Financial** requests are agreed with your organisation's finance team before submission. You must consider the full budget implications, including the need to ensure that audit costs remain in the last Financial Year.

Defra has restricted ability to agree **Financial** requests: budgets are annual and rebudgeting by current projects limits the funding for new projects.

Any rebudget changes between financial years must be submitted **no later than the annual forecasting exercise** (January).

Requests submitted later are much less likely to be agreed unless the justification is exceptional and clearly justified.

Administrative Requests

An **Other** request covers **everything else**: changes to staffing, logframes and the movement of funds across budget lines within the same FY. In other words, any changes to the currently agreed project that would make a significant change. You are not required to seek approval for changes to your detailed project activities, unless these have knock-on effects to your Outputs, Outcome or budget.

Completing your request

Please ensure that you keep your request clear and explain the background to changes. For example, don't just say 'we had some recruitment challenges that led to delayed work'. We need to understand the issues that delayed the recruitment so we can make a judgement on the subsequent delays to the project timeline.

Please remember that not everyone dealing with your request will know your project in detail so make sure that you provide clear adequate information.

What we do with your request

All **Financial** requests are checked by LTS and sent to Defra for consideration. Where appropriate, LTS will add some text to explain/clarify the request, for example, from specific knowledge of the project.

Most **Other** requests are dealt with by LTS: some are referred to Defra (eg if changes are more significant).

We aim to respond to your request within 10 working days, but at peak times this is not always possible.



Rami Abu Sa'ad <darwinmanager@qumsiyeh.org>

25-030 Change request form

4 messages

Mazin Qumsiyeh <mazing@bethlehem.edu>

Wed, Oct 31, 2018 at 8:36 PM

To: Eilidh Young <darwin-projects@ltsi.co.uk>

Cc: Rami Abu Sa'ad <rami@palestinature.org>, jessie Qumsiyeh <jchangcpa@gmail.com>, Luda Walid Mustafa <lmustafa@bethlehem.edu>, Roubina <roubina@uems.ps>

Dear Eilidh

Attached change request form per instructions

Thank you for your consideration

Best Regards

Mazin Qumsiyeh
for project team

 **2018-CR for 25-030.docx**
90K

Mazin Qumsiyeh <mazing@bethlehem.edu>

Tue, Nov 13, 2018 at 2:30 PM

To: Rami Abu Sa'ad <rami@palestinature.org>

----- Forwarded message -----

From: **Eilidh Young** <darwin-projects@ltsi.co.uk>

Date: Tue, Nov 13, 2018 at 2:31 PM

Subject: RE: 25-030 Change request form

To: Mazin Qumsiyeh <mazing@bethlehem.edu>

Thanks for your patience – there are normally quite a few requests to deal with around the time of Half year reports and it took me a few days longer than I would have liked to review yours.

I am happy to agree to what you outline to allow you to contract the staff for the project. Please go ahead as described in your request.

Regards

Eilidh Young

Darwin Projects

web: <http://darwininitiative.org.uk>

Twitter @Darwin_Defra

c/o LTS International Ltd.

– Proudly part of the NIRAS Group

[Quoted text hidden]

Rami Abu Sa'ad <rami@palestinenature.org>
To: lmustafa@bethlehem.edu
Cc: Mazin Qumsiyeh <mazin@qumsiyeh.org>

Tue, Nov 20, 2018 at 12:25 PM

Dear Luda,

As you can see in the email below, Darwin Initiative has approved our change request regarding PCC's works in the project.

Please find the attached consultancy contract that we have prepared for PCC.

looking forward for your feedback!

Kind regards,
Rami

[Quoted text hidden]

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Rami Abu Sa'ad
Project Manager

Palestine Institute of Biodiversity and Sustainability
Bethlehem University
Telefax: 00970 2 277 3553
Mobile: 00970 0598 997118

 **Darwin Initiative project- Sub-Contract Agreement with PCC- 19 Nov 2018 (1).docx**
224K

Luda Mustafa <lmustafa@bethlehem.edu>
To: rami@palestinenature.org

Fri, Nov 23, 2018 at 12:53 PM

[Quoted text hidden]

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Luda Mustafa
Grants Comptroller
Phone: +972-2-274-1241 ext. 2425
Fax: +972-2-274-4440
email: lmustafa@bethlehem.edu

 **Darwin Initiative project- Sub-Contract Agreement with PCC- 19 Nov 2018 (1).docx**
224K



رقم الشهادة: 19/00005949
رقم هاتف المكتب: 022770221

تاريخ الإصدار: 04/04/2019
مكتب ضريبة دخل: بيت لحم

شهادة الخصم من المصدر

صادرة بموجب أحكام المادة (31) من قانون ضريبة الدخل رقم 8 لسنة 2011 والتعليمات الصادرة بهذا الشأن.
إلى حضرة السيد / السادة لمن يهمه الأمر المحترم / المحترمين.

1. تصادق دائرة ضريبة الدخل للمكلف روبينا نصري حنا غطاس

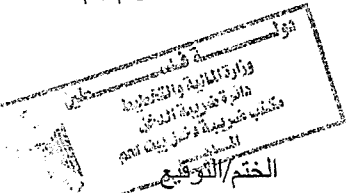
مشتغل مرخص / هوية رقم 943195073 بإستلام قيمة الصفقة / الصفقات المبرمة معكم وذلك بخصم ضريبة دخل من المصدر بنسبة مؤوية 0% بالكلمات صفر بالمنة أو خصم مبلغ مقطوع بقيمة 0 شيكل بالكلمات صفر شيكل.

2. هذه الشهادة سارية المفعول وفق الشروط التالية:-

- أ - لغاية تاريخ: 31/07/2019
وبالكلمات: الحادي والثلاثون من تموز ألفان وتسعة عشر
ب - قيمة الصفقات: غير محدود شيكل. وبالكلمات: غير محدود شيكل.
ج - طبيعة الصفقة / الصفقات التي تسري عليها هذه الشهادة: دراسات واستشارات

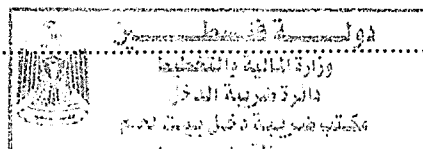
3. شروط يجب مراعاتها عند التعامل بهذه الشهادة من قبل الدافعين:-

- أ - هذه الشهادة تسري فقط في دولة فلسطين من تاريخ إصدارها وتنتهي بتاريخ انتهائها.
ب - تعتمد النسخة الأصلية وختم وتوقيع المكتب الضريبي الصادرة عنه الشهادة والاحتفاظ بها لديكم.
ج - إذا كانت الشهادة لمن يهمه الأمر يجب الاستناد على الأصل ولا يتم الصرف إلا بإبراز الأصل أو صورة مصدقة.
د - هذه الشهادة سارية المفعول في حال الدافع إسرائيلي ومقابل نشاط داخل حدود دولة فلسطين.
هـ - لا تسري هذه الشهادة على الدفعات لغير المقيم حيث يتم الالتزام بالنسب المحددة في القانون.
و - من حق المكلف الذي خصم عليه مبلغ من المصدر الحصول على شهادة سنوية من الجهة الدافعة حسب نموذج (666) بقيمة الدفعات والمبالغ التي خصمت عليه
ز - على الدافع تقديم كشف بموجب النموذج الخاص لدائرة ضريبة الدخل يحتوي على تفاصيل مستلمي الدفعات والضريبة التي تم خصمها ودفعها خلال شهر من تاريخ الاقتطاع
ح - يترتب على المكلف بالاقتطاع (الخصم من المصدر) غرامة عن كل شهر تأخير بنسبة 2% من قيمة الضريبة الواجب اقتطاعها ولم يتم توريدها



الموظف المسؤول

الإسم



طارق "محمد راسم" محمد سعيد مختار