

Date.14.08.2018

Dear Sir or Madam,
Greetings from REFORM Association

Subject: Request for Quotation

REFORM is planning to contract with a Co-facilitator to implement trainings on Social Transformation for UNRWA for a total of 10 days. We would like to ask for your quotation regarding the item mentioned above, please submit your offer latest by **Sunday 19.08.2018**.

Needed Background:

- Specializes in Human Science.
- Experience in training.
- Ability to work within a team.
- Deep knowledge in human development
- Planning skills.
- Advanced communication skills.
- At least 5 years' experience in facilitating REFORM.

Duties of the Facilitator:

- Assist in preparing a detailed training agenda.
- Submit a detailed final Report.
- Be present before the start of the training in a reasonable time.
- Follow-up and coordination with the project team.
- Deep structural analysis.
- Planning of private initiatives.
- Implementation of the training.
- Documentation

Notes:

For those who meet the needed background and duties kindly send the below mentioned requirements to the following e-mail address: info@reform.ps

1. Resume should be sent in English.
2. Price offer should be drafted in English and submitted in USD per day. All taxes must be included in the final price.
3. The 10 days sessions' agendas (drafted in Arabic or English). You can contact Mr. Nadim Qandil if you have any clarification on: 059 977 5444

Note: you may find attached the invitation of the session.

The Palestinian Association for Empowerment and Local Development- REFORM,
Tirawi Building, 2nd floor in Al Masyoun, Ramallah.

For more information, please do not hesitate to contact us on the following contact
details:

Telfax: 02-2966645, Email: Info@reform.ps .

Thank you for your kind cooperation,

Sincerely yours,


Nadine Natour
REFORM
Financial & Administrative Officer