

Date: 19.04.2018

Dear Sir or Madam,
Greetings from REFORM Association

Subject: Request for Quotation

REFORM is planning to contract with a Camp Leader for the youth Camp for the total amount of three days. We would like to ask for your quotation regarding the items mentioned below, please submit your offer latest by **Thursday 24.04.2018.**

Duties of the Camp Leader:

- Monitor the team work.
- Participate in making the agenda.
- Participate and be present during the youth Camp days.
- Supervise the implementation of the youth camp program.
- Supervise the preparation for the camp and visit the Camp premises before the camp starts.
- Solve Problems and make the right decisions to ensure the success of the camp.
- Hold field meetings with the staff to discuss the Camp's agenda and work flow.

Specifications of the Camp Leader:

- At least a Bachelor degree in the field of social science or any other related subject.
- At least Five years of experience in the field of Camp Leading.
- The ability to plan and make decisions in the right time.
- Strong personality.
- Ability to lead the staff.
- Ability to work within a team.
- Advanced Communication Skills.

Notes:

- Offer should be drafted in English and submitted in one currency (ILS). All taxes must be included in the final price. Price offer should be submitted per day for a total of 6 days (3 days for preparing and attending meetings for the camp and 3 days implementing the camp)
- Resume and detailed price offer should be delivered to the following e-mail address: info@reform.ps.

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
Financial & Administrative Officer

**REFORM**