

01.10.2018

Dear Messers,

Greetings from REFORM Association

Subject: Request for quotation

The Palestinian Association for Empowerment and local Development - **REFORM** would like to ask for your offer regarding the items mentioned below, please submit your offer latest by **Wednesday, 03.10.2018**

“Trainer in facilitating dialogues and public debates”

Specifications:

✚ **Needed Background:**

1. Specializes in Human Science.
2. Experience in facilitating dialogues & public debates.
3. Experience in training.
4. Ability to work within a team.
5. Deep knowledge in human development
6. Planning skills.
7. Advanced communication skills.

✚ **Duties:**

1. Provide 3 trainings workshops for 20 youth activists and provide them with the necessary skills to facilitate public debates on public policies
2. Prepare a detailed training agenda, timetable and training material.
3. Training agenda should include practical applications of the theoretical framework by addressing youth issues within the Palestinian political context.
4. Prepare a prior and post-assessment that includes indicators to measure the skills and knowledge acquired during training. The assessment should be presented to REFORM staff prior to training.
5. Prepare a detailed report on the training, includes the results of the prior and post-assessment, which will be submitted to REFORM after the completion of the training.
6. Be present before the start of the training in a reasonable time.
7. Follow-up and coordination with the project team.
8. Assist in achieving the objectives of the project



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المؤسسة الفلسطينية للتمكين والتنمية المحلية
The Palestinian Association for Empowerment and Local Development

Notes:

- Duration of training should take place in the first week of October 2018.
- The trainer should implement 3 training days, 8 hours per day, a total of 24 training hour.
- Those who find themselves interested should send the below mentioned requirement to the following e-mail address: info@reform.ps no later than Wednesday 03.10.2018:
 - Resume of the trainer in English.
 - Training agenda in both Arabic and English.
 - Price offer per day in ILS. All **Taxes** must be included in the final price.

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 REFORM on the following contact details:

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

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour


Financial & Admin Officer

REFORM