

Date: 13.11.2017

Dear Messrs,

Greetings from REFORM Association

Subject: Request for Quotation

The Palestinian Association for Empowerment and Local Development –REFORM, would like to ask for your quotation regarding the items mentioned below. Please submit your offer latest by **Thursday 16.11.2017 before 04:00 PM.**

Business incubator track aims to provide a space for young entrepreneurs and innovators, mainly youth and women from refugee camps and area 'C', to develop their ideas and initiatives into small productive projects as well as to enhance their partnership with various institutions, individuals and the private sector. In addition, this track aims to further these productive projects by building networks with various sectors of the community in order to engage the target groups in the developmental processes and enhance community partnership by adopting products with a competitive advantage, appropriate to the current market's needs.

Business Fundamental Expert**Specifications:**

- At least a Bachelor degree in Management Information System, Marketing, Business Administration, Accounting, Finance or any other related field.
- Advanced and testified experience in working with grassroots organizations.
- Good experience in the Palestinian Labor Market Needs.
- Knowledge of the social context in the targeted areas.
- Deep knowledge in Palestinian Markets.
- Proven experience on the scope of training.
- Excellent interpersonal and communication skills.
- Advanced abilities to work within team.
- Ability to transfer knowledge and expertise throughout a training methodology.
- Ability to follow up with the groups through different social media means.
- Has expertise dealing with youth.
- Good knowledge in projects ideas.

Tasks:

- Lead participants into developing entrepreneur projects.
- Be present at the Innovation Hub to provide guidance and support to the participants when needed.
- Conduct brainstorming sessions to create and develop entrepreneur projects.
- Design and lead business fundamentals trainings.
- Design and lead interpersonal skills trainings.
- Prepare a training agenda.
- Provide the association with a detailed report on the training in both language English and Arabic.
- Hold an evaluation session for groups one week after the training is over.

Notes:

- Offer should be submitted in (ILS). All Taxes must be included in the said price.
- Send Resume including any work experiences related to the subject of training.
- REFORM may choose to award this procurement to more than one vendor for some specific items that may not be found or obtained at a point of time.
- Send a designed training plan and a price offer.
- Price Offer should be drafted in English and delivered by hand in a signed and /or stamped envelope to the following address:
*The Palestinian Association for Empowerment and Local Development- REFORM,
Tirawi Bldg, 2nd Floor, Al-Masyoun, Ramallah.*

For more information, please do not hesitate to contact us via phone or email at:
Tel: 02-2966645, info@reform.ps

Thank you for your kind cooperation.

Best Regards,

Nadine Natour



REFORM
Financial and Admin Officer