

16.04.2018

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 **Thursday, 19.04.2018**

“Documentarian”

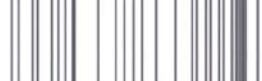
Specifications:

✦ Needed Background:

1. Fluent in Arabic reading and writing.
2. Ability to follow up with small working groups during the facilitating process.
3. Ability to summarize the discussions in the workshop.
4. Ability to prepare summaries in the manner of a press report.
5. Ability to work with the work team and the participants.
6. Ability to write for as long as 8 hours a day.
7. Ability to assign the team documented information at the end of each working day.
8. Proven experience in documentation.
9. Contribute to help staff keep track of groups.

✦ Duties:

1. Responsible for the full documentation process according to the direction of the facilitator.
2. Participates in the debrief sessions by the facilitation team as needed.
3. Assist the facilitation team in the workshop where needed.
4. Documented ability to prepare press reports.
5. Proven ability to work under pressure for long periods.
6. Proven ability to prepare summaries of discussions.
7. strong knowledge of the framework of the workshop.
8. Documented experience in quick drafting.
9. Proven experience in the field of Social Transformation (facilitating REFORM).



- Those who find themselves qualified should send the below mentioned requirement to the following e-mail address: info@reform.ps no later than Thursday, 19.14.2018:
 - Resume of the trainer in English.
 - Price offer per day in ILS. All **Taxes** must be included in the final price.
- The documentarian will work for a total of 9 days.

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