

Date: 04.04.2016

Dear Sir/ Madam,

Greetings from REFORM Association

**“Programming, educational and entertainment”**

The Palestinian Association for Empowerment and Local Development –REFORM is seeking poll of trainers in the fields of Programming, educational and entertainment material for Innovation Hub Hand in Hand Project.

The Innovation Hub seeks to contribute to bridging the gaps between the various community components on both social and economic levels; 1) providing a safe and interactive platform to enable all members of different groups of society to participate in decision making processes, especially youth and women; 2) to improve their living conditions by developing untraditional production patterns, enhancing cooperation and partnership between targets groups, and increasing social responsibility of the private sector.

**Please submit your offer latest by Sunday 10.04.2016 before 11:00 am.**

**Specifications:**

1. Ability to work within a team.
2. Advanced skills in report writing both in Arabic and English.
3. CV and application requirements.
4. Requested honorarium per day.
5. Ability to prepare reports in Arabic /English.
6. Knowledge and expertise in one of the following fields: Designing, Websites, Applications and Programming.
7. Ability to transfer knowledge and expertise throughout a training methodology.
8. Priority to fresh graduates form universities.

**Notes:**

1. The workshops will take place in Ramallah, but you may be requested to work in other locations in Palestine (depending on the development of the political and security situation) to implement your duties.
2. Requested Honorarium per day should be submitted out in (ILS). All Taxes must be included in the said price.
3. No Specific Trainer will be chosen; instead all qualified applicants will become a part of the poll of trainers.
4. Chosen Trainers will be contacted later on to discuss the programming activities



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

The offer should be drafted in English, signed, stamped and to be delivered by Hand to the following address:

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

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

**Telefax:** 02-2966645, **Email address:** [info@reform.ps](mailto:info@reform.ps)

Thank you for your kind cooperation,

Sincerely yours,

**Oday AbuKarsh**

**General Manager** A blue ink signature and a blue stamp of the word "REFORM" are placed over the printed name and title.