

**Date: 22.03.2016**

**Dear Sir/ Madam,**

**Greetings from REFORM Association**

**“Training on Monitoring and Documentation”**

The Palestinian Association for Empowerment and Local Development –REFORM is seeking an experienced trainer in the fields of monitoring and documentation in order to carry out training workshops for two days as part of the “Innovation Hub” 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 24.03.2016 before 01:00pm.**

**Training objectives:**

1. Build and develop the ability to document and monitor service providers' (municipalities) performance.
2. Develop monitoring mythology.

**Tasks:**

1. Implementing a training workshop for two days (2 days for 1 group, number of Participants 12).
2. Preparation of a training schedule plan and agenda.
3. Provide the project staff with relevant advice with regard to documentation and monitoring.
4. Design a questionnaire about the documentation and monitoring process.
5. Provide an analysis report about the questionnaire's results in Arabic.
6. Follow up with the target groups' performance and their development in documentation and monitoring.

**Expected outputs:**

1. Empower a group that can prepare and work on documentation and monitoring.



**Time Period framework:**

\* The training workshops will be implemented and finalized between the months of April and May 2016. All the other tasks including reports should be edited and completed before 30/06/2016.

**Experience needed:**

1. At least BA Degree in Public Administration, Law, Media or Social Sciences.
2. Advanced documentation expertise & monitoring expertise.
3. Advanced knowledge of the nature of municipalities' services.
4. Advanced capabilities in designing questionnaires.
5. Advanced knowledge of analyzing questionnaires preferably using SPSS.

**Application Requirements:**

1. Resume and copy of any related experience certificates in English.
2. A training plan schedule to be attached with financial offer, please note that all Prices must be in ILS including Vat.

**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. The price offer including all required documents should be delivered by e-mail: [info@reform.ps](mailto:info@reform.ps)

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,

Kind Regards,

Nadine Natour

Financial and Admin-assistant

