

01.11.2018

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 08.11.2018**.

Trainer in Project Management

Objective of the Training:

- Improve the capacity of grass roots' participants in project management.
- Develop participants' knowledge in project management methodologies.
- Exchange the participants' experience in project management among each other.

Training Outcomes:

- Participants are able to reflect project outcomes.
- Participants have the ability to reduce time, effort and costs in managing their projects.
- Mastering various methods and methodologies in implementing projects.
- Participants are able to write reports.

Training Place and Duration:

Place: Ramallah.

Expected time: During November (5 training days).

Training Material:

Provide participants with a theoretical course on project management at the end of the course.

Specifications for service provide:

✚ **Background Needed:**

1. Specialization in Business Administration or Project Management or any other field.
2. 4 years' experience in project management methodologies.

3. The applicant must have a record of professional, practical and applied training experiences.
4. Ability to write and prepare reports.
5. Knowledge in the CBOs operating in the Palestinian camps.

↓ **Duties:**

1. Prepare a training program (20 participants * 40 hours per group) in which it reflects the subject, goal and time period required for each subject.
2. Prepare needed logistics for the training.
3. Follow up with the team work.
4. Prepare a detailed report on the progress of the training in English.
5. Evaluation model prior and post.

↓ **Notes:**

- Training program in Arabic and English.
- Curriculum vitae in English.
- Provide a training manual on project management.
- Price offer should be submitted in English ILS per day. All taxes must be included in the final price.
- Technical and financial offer must be to the Email address: info@reform.ps no later than Thursday 08.11.2018.
- Offer validity: Your offer must be valid for 90 days.
- We encourage Companies and Individuals to apply:
 - Companies must have a valid deduction of source certificate.
 - Individuals can submit a valid source deduction of source certificate or else 5% of the total payment will be deducted as income tax.
- Address: Ramallah, Al-Masyoun, Al-Tirawi Building, 2nd floor,
- Telephone at 022966646.

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour

Financial & Admin Officer



REFORM