

07.10.2018

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 **Sunday, 14.10.2018**

“Trainer in Monitoring Public Policies & Documentation”

Purpose of the training:

- Define the needed attributes the should be acquired by the documentarian and monitor.
- Introduce the tools and stages on the monitoring & documentation process to the participants.
- Promoting the values of pluralism, civil peace, and applying the rule of law.
- Building participants' capacities on monitoring and documentation.

Training Outcomes:

A team of youth that is capable of monitoring and documenting violations, specifically the ones related to civil peace, human rights and the application of the rule of law.

Training place and duration:

Place: Ramallah

Expected duration: Expected time period for implementation of training is between 15-30.10.2018.

Specifications of service provide:

⬇ Needed Background:

1. BA in Law, International Law, Journalism, Political Sciences, Sociology, or any other related field.
2. Proven experience in working with youth groups to reflect their attitudes and include them in public policies.
3. Proven experience in the field of monitoring and documentation.
4. Familiarity with the Sociopolitical Palestinian context.
5. Advanced communication skills.
6. Proven skills in facilitating and managing dialogue and training sessions.

⚡ **Duties:**

1. Provide training in monitoring public policies and documentation.
2. Follow up with the projects staff.
3. Develop the training's agenda.
4. Prepare a report about the workshop and submit it to REFORM.
5. The trainer should be present at a reasonable time before the workshop starts.
6. Prepare a prior and post-assessment that includes indicators to measure the skills and knowledge acquired during training. The assessment should be presented to REFORM staff prior to training.
7. Implementing 8 training days as follows:
 - a. Implement a 5 days training in Ramallah, with the participation of 20 beneficiaries.
 - b. Implement a 3 days preparation, reporting, and following up with participant.

Notes:

- Those who find themselves qualified should send the below mentioned requirement to the following e-mail address: info@reform.ps no later than Sunday, 14.10.2018:
 - Resume of the trainer in English.
 - Training agenda in English and Arabic
 - Preliminary prior and post assessment for participants.
 - Price offer per day in ILS. All **Taxes** must be included in the final price.
- The Trainer will work for a total of 8 days, 8 working hours per day.
- Trainer has to cover his/her own transportation expenses.

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