

23.10.2018

Dear Messers,
Greetings from REFORM Association

Subject: Extended 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 **Wednesday, 24.10.2018 at 1pm.**

“Trainer in Good Governance”

Purpose of the training:

- Introduce trainees to the principles and standards of good governance.
- Introduce the tools and stages of monitoring & documentation process to the participants.
- Enable participants to use accountability and monitor the performance of institutions.
- Introduce participants to the registration and accreditation of institutions

Training place and duration:

Place: Al Jalzon Camp

Expected duration: Expected time period for implementation of training is during October and November.

Specifications of service provide:

✦ **Needed Background:**

1. BA in Public Administration, institution building, Human Development, Sociology, or any other related field.
2. A documented experience in training.
3. Deep knowledge in institution's management and governance systems.
4. Ability to prepare and write reports.
5. Deep knowledge of indicators and standards of good governance.
6. Deep knowledge of transparency, integrity and accountability.

✦ **Duties:**

1. Develop the training's agenda.
2. Prepare a report about the workshop and submit it to REFORM.
3. Be present at a reasonable time before the workshop starts.
4. Implement 4 training days on the principles and criteria of good governance.



Notes:

- Those who find themselves qualified should send the below mentioned requirement to the following e-mail address: info@reform.ps no later than Wednesday 24.10.2018 at 1pm:
 - Resume of the trainer in English.
 - Training agenda in English and Arabic for 4 days (8 hours) reflecting training objectives.
 - Price offer per day in ILS. All **Taxes** must be included in the final price.
 - Note: Further information and clarifications can be obtained from the office of Reform Association:
Address: Ramallah, Al-Masyoun, Al-Tirawi Building, 2nd floor, during official business hours (8 am - 4 pm), or by telephone: 022966646, or by e-mail: ngandil@reform.ps

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

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour

Financial & Admin Office



REFORM