

Date: 22.07.2015

Dear Sir/ Madam,

Greetings from REFORM Association

“Trainers/Facilitators for the ‘Hand in Hand-Innovation Hub’ project

The Palestinian Association for Empowerment and local Development –REFORM is seeking experienced trainers/facilitators in different training in order to carry out trainings and facilitation sessions for the “Hand in Hand – Innovation Hub” project.

REFORM seeks in this project to contribute to bridging the gaps between the various community components, providing a secure and interactive platforms to enable all members of different the groups of society to improve their living conditions, through the establishment of productive social dialogue and enhance social responsibility, and increase participation of the different social components in regulatory processes, through the following directions:

- Provide an incubator for small projects.
- Provide consulting and technical support to various projects for institutions and individuals.
- Facilitate brainstorming sessions to contribute to developing the thinking of the target groups and build plans to suit their needs.
- Establish an interactive platforms for the different social groups.
- Contribute to the development of women and youth partnership in society.
- Highlight the living conditions in marginalized areas.
- Develop prospects of employment for women and youth.
- Upcycle and reuse materials as innovative products.

Training fields:

- Designing advocacy and lobbying campaigns.
- Planning and project management.
- Programming of educational and entertainment material.
- Drafting policy papers.
- Facilitating weekend solutions.

Tasks:

1. Prepare training agendas.
2. Facilitate sessions with target groups.
3. Issue training reports in English.
4. Follow up on beneficiaries' performance.
5. Participate in the training\facilitation team, on specific dates.
6. Advise and providing technical support for the project team.
7. Participate in the reflection sessions with the facilitation team.

Time framework:

The training workshops/sessions will be implemented and finalized between July/2015 and November/2016. All tasks including reports should be edited and completed before 30/11/2016, based on coordination with the targeted groups.

Requirements:

1. Holds a Bachelor's degree in one of the required fields or relevant fields (media, management, sociology, governance, political systems, computer programming), preference will be given to those obtaining advanced degrees in the required field.
2. Practical experience in facilitation/training of no less than 5 years.
3. Advanced and documented expertise in working with grassroots institutions.
4. Advanced skills in the use of social networking and media sites.
5. Advanced skills in report writing both in Arabic and English.
6. Advanced documented capabilities in writing policy papers (for facilitators of relevant interactive sessions).
7. In-depth knowledge of the social and political reality, and the development uniqueness of some target areas like area 'C'.
8. Ability to prepare plans and training materials.
9. Ability to work within a team.

Application Requirements:

Those interested/willing to work in the Hand in Hand Innovation Hub, should visit the Palestinian institution for empowerment and local development-REFORM website to download and fill out the agenda from the link (<http://reform.ps/announcements>) In addition to providing the following information:

1. CV and cover letter.

2. General framework for the training plan, the number of facilitation days required for any intervention.
3. Provide a source deduction certificate, in the absence of the certificate REFORM will deduct (5%) Of the contract value payable to the internal revenue service.
4. Issue a financial offer in NIS (for each working day of eight hours)

Those interested should apply with a technical and financial offer to perform the task with closed envelope in Arabic and English no later than Wednesday 29.07.2015, at 04:00 p.m. at the following address: Al Tirawi Building, 2nd floor, Almassyoun, Tel 02-2966645.

REFORM will review the applications and communicate with chosen candidates only, REFORM will send letters of apology to all unsuccessful application.

REFORM will organize meetings and interviews with applicants who have been selected. In addition, REFORM will hold orientation sessions with all final selectees within two weeks from application delivery deadline.

Thank you for your kind cooperation,

Sincerely yours,


Dina Shawa
Financial & Admin Officer

Note: The Tender has been extended for Thursday 06.08.2015.