

02.10.2018

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 **Thursday, 11.10.2018**

“Trainer in Policy Paper Development”**Specifications:****⚡ Needed Background:**

1. Specializes in Human and Social Science.
2. Experience in facilitating policy meetings.
3. Experience in training.
4. Ability to write clearly and sequentially.
5. Knowledge in using different scientific methodologies.
6. Planning skills.
7. Advanced communication skills.
8. Knowledge of the Palestinian Political reality, specifically to issues related to the Political Participation of youth and women.
9. Deep Knowledge of the different Palestinian political parties and the political system.

⚡ Duties:

1. Implement a 4-day training workshop for 20 youth activists and provide them with the necessary skills to write policy papers with policy suggestions. The first three days should introduce the participants to policy papers, including its purpose, the methods used and overall description/format, whereas the forth day of the training will be held after a two-week period in order to provide the participants with time to write their policy papers and should be used to finalize the papers.
2. Coordinate with the participants over the period of 2 weeks to aid them in formulating their papers and in gathering information on various topics in the different targeted areas, and providing them with technical support.
3. Assist the participants in identifying ten subjects and writing and finalizing 10 policy papers with suggestions related to their local areas' needs.
4. Prepare a detailed training agenda, timetable and training material.
5. Training agenda should include practical applications of the theoretical framework by addressing youth and women issues within the Palestinian political context.



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. Prepare a detailed report on the training.
8. Be present before the start of the training in a reasonable time.
9. Follow-up and coordination with the project team.
10. Assist in achieving the objectives of the project.

Notes:

- Duration of training should take place in the second half of October 2018, preferably on Thursdays and Saturdays.
- Participants are from the following targeted area: Nablus, Ramallah, East Jerusalem, Hebron and Bethlehem.
- The trainer should implement 3 training days, 8 hours per day. Followed by a 4th training day, 8 hours, to finalize the policy papers, a total of 32 training hour.
- The trainer should also provide coaching on the field, by staying in contact with the participants, and providing one-on-one coaching to assist the participants in the formulation of their policy papers and suggestions. This should be conducted in arrangement with the participants and the project team over the period of two weeks and before the 4th training day, either through field visits or through other means of communication.
- Those who find themselves interested should send the below mentioned requirement to the following e-mail address: info@reform.ps no later than Thursday 11.10.2018:
 - Resume of the trainer in English.
 - Training agenda in both Arabic and English.
 - Price offer per day in ILS. All **Taxes** must be included in the final price.

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