

Date: 01.11.2022

Invitation to tender**Second extended announcement****Background:**

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in empowerment, local development, and social transformation—seeking to promote inclusion and social solidarity in Palestine through empowering marginalised hard-to-reach groups and structural reform. REFORM aims to enhance the social and political participation of marginalised hard-to-reach groups and community activism, to facilitate equal access to public utilities through strengthening the capabilities of young and women, and to provide a reliable database for the political and administrative decision-makers in Palestine.

REFORM is planning to ask Centralized quotation for **MEAL Consultant**, from November 2022 to December 2025.

Interested Candidates shall submit their offers **latest by Tuesday, 08.11.2022, at 12:00 PM.**

Specifications:

- Master's degree in M&E, preferably in development planning, the management or any related field.
- The projects will be implemented from November 2022 to December 2025.
- Strong knowledge of monitoring, evaluation and learning approaches and tools.
- At least seven years of experience at M&E/MEAL design and implementation at the project and programmer level and evaluation approach.
- Excellent writing and analytical skills in drafting concept notes and reports in English and Arabic.
- Advanced skills using different computer programs, including MS Word, Excel and database management.
- Previous experience working within Development agencies.
- Experience in developing MEAL.
- Experience in analysing quantitative and qualitative data.
- Ability to move freely between the West Bank and Gaza (with an assistant if needed with CV of the assistant).

Scoop of work:

- Evaluate the project's needs in monitoring systems, data collection and reporting, desk review the yearly report for the association and how much it matches the strategic implementation plan.
- The number of projects implemented yearly is 12 projects, which needs three reports for each project in addition to an overall report for the projects based on the association's strategy.
- To move to the implemented places that the association requests.
- Develop methodologies, data collection instruments, and analytical procedures for MEAL of the subproject's impacts.
- For assigned projects, develop a Monitoring and Evaluation (M&E) system (comprehensive log frame, M&E plan and indicator tracking table, data collection tools, information flow, reporting and review).

- Ensure that monitoring incorporates and considers aspects at the output, process, context and outcome levels for assigned projects and that appropriate data collection and reporting tools are developed and used.
- Synthesize and analyse M&E quantitative and qualitative data received monthly.
- Design, conduct and report on initiating, implementing and end monitoring sessions to end verification surveys as required by projects.
- Submit an M&E report for each project. The report should include
- Development of a visual report presenting the findings and main achievements, utilising graphs, infographics, tables, charts, etc...
- Develop a work timesheet.
- Follow-up of projects identified in notes.
- Evaluate the implementation plan for 2022 based on the strategic plan for 2022- 2025.

Offers must include the following:

1. The evaluation will be based on the strategic plan for 2022- 2025 and the projects that will be implemented yearly based on the strategic plan.
2. Price offered should be **per hour** submitted in **EUR, including income tax**, excluding vat.
3. Valid deduction at source certificate شهادة خصم مصدر سارية المفعول
4. Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.
5. The technical and financial offer should be given in separate files with a CV and three samples of works which should be reported.
6. The total working hours will be approximately (304) hours/ 2 days for November and December 2022, 12 days for 2023, 12 days for 2024, and 12 days for 2025, with the ability to increase up to 25% from the applicant's offer.

Notes:

- Payment will be monthly according Time sheet.
- **The Applicants must register on our procurement system E-connect using this link: REFORM (econnect.ps), and attach a copy of the registration form with the offer.**
- **Offer should be separate Technical and Financial files, signed and stamped in a sealed envelope and delivered by hand to the following address:**

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

- **Evaluation criteria:**

The submitted offer will be evaluated as follows:

Criteria	Weight
Technical Offer	70%
Evaluation methodology and plan	20%

Education and Qualification	10%
Relevant Experience	20%
knowledge of the social context of women, refugee camps, social accountability, law governance	10%
Sample of work	10%
Financial Offer, which includes a financial breakdown table	30%
Total	100%

For more information, please do not hesitate to contact us at the following contact details:

Telefax: 02-2966645, Email: rshargawi@reform.ps

Thank you for your kind cooperation,

Sincerely yours,

Procurement Unit