

**Date: 06.06.2023**

Dear Messer's,  
Greetings from REFORM Association

### Request for Quotations

#### Individual Service Provider- Journalist to Develop Guiding Manual

##### **Background:**

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in the fields of empowerment, local development, and social transformation. Seeking to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups, and structural reform. REFORM aims to enhance the social and political participation of marginalized 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.

**Goal of Initiative:** The group will be working on developing media and publishing a guiding manual that focuses on contextualizing and narrating life within camps. The manual will help young media activists and mobile journalism activists to respond to the refugee camps' needs while preparing their media reports

**REFORM is looking for a journalist to create a Manual for Verification Tools, publishing ethics and to be used by journalists and activists.**

##### **Specifications:**

- Bachelor degree in Journalism or relevant studies.
- At least 3 years of proven experience in preparing manuals.
- At least 3 years of proven experience in creating awareness materials on tracking fake/false news.
- Deep knowledge of the Palestinian political and social context.
- Communication skills.
- Deep knowledge of the reality of the Palestinian camps and the surrounding communities.
- Deep knowledge in using the media platforms.
- Documented experience in writing success stories and reports.

**Scope of work:**

- The manual should be written in Simplified Arabic Size 14 and should be clear and simple for the youth.
- The manual should have explanatory pictures/illustrations.
- Implementation should be given 30 days between June and July.
- Develop a manual for verification tools in order to publish ethics and to be used by journalists and activists with the aim to fix and clear misleading information that affects civil peace and social harmony between camps and surrounding communities. Moreover, to enhance the role of the Palestinian media in reporting success stories in the camps
- Conduct desk study (including all documents about verification tools, facts – checking mechanisms, samples of fact checking materials done by and publishing ethics).
- Collect local data which express the concepts of media's sensitive language.
- The manual should include the basics and ethics of the checking misleading information, and the materials are suitable for publishing on various social media platforms, and they are consistent with the visual identity of Tahaqaq.
- Follow-up and coordinate with the project team submit the text and statics to the association within two-week time.
- Develop, revise and finalize the manual.

**Notes:**

Interested candidates should submit **separate** technical and financial offers in stamped and/ or signed **2 sealed envelopes** latest by **Tuesday, 13.06.2023, 3:00 PM** at REFORM's office in Ramallah, Al-Masyoun, Al-Tirawi Building, 2nd floor, Telephone 022966646.

- Financial offers must be submitted in ILS (**Excluding VAT Including Income Tax**).
- A valid deduction at source certificate is required (please attach with the financial offer), or else 10% of the total payment will be deducted as income tax.
- Offers must be valid for at least 1 month.
- REFORM has the right to ask for amendments on editing the Video.
- Copy rights are reserved to REFORM.
- Technical offer must include the following:
  - Curriculum Vitae in English (CV with pictures will not be considered). All needed specifications should be clear with years of experience.
  - Samples of Previous work.
- REFORM will refuse any incomplete offers.

**Evaluation criteria:**

<b>Qualifications</b>	<b>Grade (100%)</b>
<b>Technical offer</b>	<b>70%</b>
Bachelor degree in Journalism or relevant studies.	5%
At least 3 years of proven experience in preparing manuals.	15%
At least 3 years of proven experience in creating awareness materials on tracking fake news.	15%
Deep knowledge of the Palestinian political and social context.	10%
Deep knowledge of the reality of the Palestinian camps and the surrounding communities.	10%
Deep knowledge in using the media platforms.	15%
<b>Financial offer in ILS excluding VAT including income Tax</b>	<b>30%</b>

For more information, please do not hesitate to contact us on: Telefax: 02-2966645 or Email: mmorarr@reform.ps

Thank you for your kind cooperation,

Procurement Department