

**Date: 11.12.2024****Request for Quotation****Consultant to Develop Social Transformation 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.

This initiative seeks an expert consultant to review, develop, and enhance the existing manual, ensuring that it aligns with current needs and circumstances, incorporates updated tools and methodologies, and effectively addresses the changing dynamics of Palestinian society.

Interested Candidates shall submit their offers **latest by Tuesday, 17.12.2024 by 02:00 PM.**

**Expected Outcomes:**

An updated version of the training manual that includes updated content and is integrated with modern tools, methods, and interactive activities, Improve the effectiveness of the manual's use in training and enhance its impact on beneficiaries, facilitating trainers and beneficiaries' understanding of community transformation concepts and their application in the Palestinian context.

**Specifications:**

- ✓ Minimum Bachelor's degree in Social Sciences, Development Studies, Peacebuilding, or related fields.
- ✓ Experience in designing and preparing specialized training manuals in social transformation, including interactive activities.
- ✓ At least 15 years of experience in implementing training and capacity building in the social field, developing training manuals.
- ✓ At least 10 years of previous knowledge and experience in using community transformation methodologies, and implemented social transformation trainings.
- ✓ High cultural sensitivity with the ability to interact respectfully with various segments of society.
- ✓ In-depth knowledge of social transformation methodologies, including conflict management techniques, contextual analysis, and community intervention strategies.

- ✓ Experience working with youth and marginalized groups, with a particular understanding of the challenges and issues of vulnerable groups in the Palestinian context.
- ✓ Good knowledge of conflict analysis and strategic planning frameworks and methodologies.
- ✓ A comprehensive understanding of the Palestinian political, social, and economic context and its impact on social transformation.
- ✓ Strong research skills in collecting and analyzing data related to communities and conflict analysis.
- ✓ Excellent communication skills to deliver and facilitate training effectively.
- ✓ Proficiency in Arabic (written and spoken) and English (written and spoken).
- ✓ High cultural sensitivity with the ability to interact respectfully with various segments of society.

**Scope of work:**

- ✓ Review the current updated training manual to assess its components and contents against best practices and standards in the field of community transformation.
- ✓ Review and organize the content flow, analyzing the manual structure to facilitate its use by trainers and beneficiaries.
- ✓ Analyze the relevance of the manual to the Palestinian context and the needs of target groups, including youth and marginalized groups.
- ✓ Identify gaps or weaknesses in the current content and suggest appropriate improvements.
- ✓ Update the contents of the training manual to reflect recent developments in community transformation methodologies, including conflict management, contextual analysis, and intervention strategies.
- ✓ Incorporate new practical tools and models to improve the applicability and interactivity of the content.
- ✓ Gather feedback from trainers and participants to ensure that modifications meet practical needs.
- ✓ Provide recommendations on how to develop the manual and train users to use it effectively.

**Offers must include the following:**

1. Price offer should be **per day (8 hours)** submitted in **ILS including income tax**.
2. The applicant has to provide a deduction on source certificate or 10% will be deducted according to the MOF laws if you did not submit a valid deduction at source certification, which should be attached with the price offer.
3. The technical and financial offer should be given in **separated files** with resumes without photo.
4. REFORM has to the right to cancel or postpone the RFQ at any time due to limited funds or cancellation of projects.
5. REFORM will contract with the best cost within the project's budget.
6. The applicant is not allowed to share any of REFORM's reports with anyone without

consulting REFORM.

7. Payments will be made in ILS and through a check or bank transfer within a month from the date of the invoice or payment request.
8. Period of implementation: 12 days until the end of 2024.

**Notes:**

- **The Applicants must register on our procurement system E-connect using this link: REFORM (econnect.ps), and attached 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, 2<sup>nd</sup> floor in Al Masyoun, Ramallah.***

- **Evaluation criteria:**

Submitted offer will be evaluated as follows:

<b>Criteria</b>	<b>Weight</b>
<b>Technical Offer</b>	<b>70%</b>
Minimum Bachelor's degree in Social Sciences, Development Studies, Peacebuilding, or related fields.	10%
At least 15 years of experience in implementing training and capacity building in the social field, developing training manuals.	15%
At least 10 years of previous knowledge and experience in using social transformation methodologies, implementing trainings, and developing relevant manuals.	15%
Detailed methodology, plan, and timeframe	30%
<b>Financial Offer which includes a financial breakdown table</b>	<b>30%</b>
<b>Total</b>	<b>100%</b>

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

Telefax: 02-2966645, Email: [mmorrrar@reform.ps](mailto:mmorrrar@reform.ps)

**Thank you for your kind cooperation,**

**Sincerely yours,**

**Procurement Coordinator**

Mona Morrar