

Date: 07.02.2022

Dear Messer's,
Greetings from REFORM Association

Request for Quotations

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.

REFORM is looking for an expert to follow up on and implement brainstorming sessions on disclosure policies and plans.

For more details, kindly check the enclosed TOR.

Notes:

Interested candidates should submit **separate** technical and financial offers in stamped and/ or signed **2 sealed envelopes** latest by **Thursday, 10.02.2022, 4:00 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**) with detailed work breakdown.
- A valid deduction at source certificate is required, or else 10% of the total payment will be deducted as income tax.
- Offers must be valid for at least 1 year.
- Technical offers must include the following:
 - Methodology - to be used in sessions and in developing disclosure plans
 - Detailed action plan with timeframe
 - Curriculum vitae in English (CV with pictures will not be considered). **All needed specifications should be clear.**
- REFORM maintains the right to cancel or split the RFQ.

Evaluation criteria:

Qualifications	Grade (100%)
Technical offer	70%
CV (related background and specialization, experience in working with municipalities, knowledge of municipalities disclosure polices and plans)	30%
Methodology – to be used in sessions and in developing disclosure plans	20%
Detailed action plan with time framework	20%
Financial offer in ILS excluding VAT	30%

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

Thank you for your kind cooperation,

Rand Tahboub

Procurement coordinator

Disclosure plans expert TOR

Specifications:

- Master in development studies, strategic planning, institutional building management, governance or any related field.
- At least 3 years of experience in coaching and leading physical and virtual sessions and discussions.
- 3 years of experience in working with local bodies.
- 5 years of experience in writing disclosure plans and accountability and engagement polices.
- Knowledge of municipalities' disclosure policies and development issues.
- Knowledge of development policies and plans for the following governorates: Jerusalem, Ramallah, Hebron, Tulkarem, Qalqilya and Salfit. Municipalities as follows: (**Jerusalem:** Qatanna, **Ramallah:** Betunia, **Hebron:** Sa'ir, Shuyoukh, as-Samou', Deir Samet, al-Karmel, **Qalqilya:** Jayyous, Kufur Thulth, **Slafet:** Deir Istya, Qarawa Bani Hassan, Bidya, Kufur ad-Deek, **Tulkarm:** Burqin, Kufur al-Labad, Anabta, Qaffin, Baqa ash-Sharqiyya, Attil.)
- Advanced organizational and communications skills.
- Ability to move freely between targeted governorates.
- Advanced Arabic and English writing skills.
- Experience in preparing and writing technical reports.

Scope of work:

- Follow up on and implement brainstorming sessions on disclosure policies and plans with 3 targeted municipalities that aim to discuss disclosure policies and plans.
- Prepare and deliver 3 disclosure plans for 3 targeted municipalities.
- Develop agendas for the sessions.
- Prepare session material (presentation) regarding the disclosure plans and polices.
- Implement a session for presenting the disclosure plans following the writing process.
- Submit data collection methodology.

- Submit disclosure plans to REFORM.

Implementation:

Implementation is expected to take place during March.2022.

General notes related to the work:

- The three targeted municipalities will be selected with REFORM team.
- Session agendas must be approved by REFORM before implementation.
- The expert must be present 15 minutes before the session starts.
- REFORM maintains its right to request amendments to the plans - if needed.
- Plans must be approved by REFORM.