

Date: 08.08.2023

**Subject: Request for Quotation – Consulting on Organisational Manuals and Policies, and Facilitation of Organisational Development Workshop**

The Innovation Hub is a newly registered organisation.

The Innovation Hub was also founded with the support of REFORM – The Palestinian Association for Empowerment and Local Development. REFORM is an NGO seeking to promote inclusion and social solidarity through empowering marginalized hard-to reach groups, and structural reform.

As the Innovation Hub was only registered in 2022, it stands at the initial stages of organisational development.

The Innovation Hub has completed its strategy development and is now working on the formulation of all necessary organisational manuals and policies.

The primary objective of this consulting service is to review policies and manuals drafted by the Innovation Hub for implementation. This includes but is not limited to the safeguarding policy and gender policy.

Further, objective is to facilitate a 1-day workshop with the Board of Directors to discuss any open topics for the organisational, administrative, operational advancement of the institution.

**Needed Background:**

- Advanced knowledge of Palestinian social, economic, and environmental issues, NGO landscape, social entrepreneurship, economics, and its terminologies.
- An advanced degree in organisational development, human resources, business administration, or a related field
- Additional knowledge of safeguarding and gender equality
- Possesses certifications in organisational policy development,
- At Least 10 years proven experience in consulting and facilitation of organisational development processes, specifically regarding manuals, policies, and organisational charts.
- Proven experience in consulting diverse organisations, ranging from start-ups to established NGOs.
- As a skilled consultant, has reviewed organisational policies and manuals and ensured that they follow relevant industry standards, legal regulations, and best practices.
- As a facilitator, has experience in guiding boards of directors through change processes, conducting organisational assessments, gap analyses in organisational structures and provides support in prioritising implementation of processes and hiring needs.

- Extensive knowledge of ethics diversity and inclusion practices, which ensure policies are fair, equitable and foster a positive work culture.
- Advanced communication skills.

**Scope of work:**

- Consult and review drafted policies and manuals at the Innovation Hub: Specifically, the safeguarding policy and gender policy, Financial Manual, HR Policy. (4 working days)
- Work closely with the consultant for organisational development in improving and finalising drafted policies.
- Ensure policies are in line with Palestinian law, ethics, and standards.
- Facilitate a one-day workshop with the board of directors on organisational, administrative, operational priorities and needs.
- Provide an extensive report on the discussions in the workshop and the results and agreements in English AND Arabic

The Client acknowledges that the documents and materials provided for review may contain sensitive or confidential information. The consultant / facilitator shall commit to maintaining strict confidentiality and not disclosing any information or content to third parties without the prior written consent of the client.

**Submission Criteria:**

Technical offer must include:

- Resume should be sent in English. (Resumes with a personal picture will not be considered).
- Cover Letter explaining interest in this project and experiences applicable, in English and Arabic.
- Ability to provide 2 references.
- Relevant work samples.
- Methodology.
- Time frame for delivery of review and consulting of provided manuals and policies by 8<sup>th</sup> September.
- Facilitation of a one-day workshop in September (exact date T.B.D.)
- The Client reserves the right to conduct interviews or request additional information during the evaluation process.

Price offer should be drafted in English and submitted in ILS per day. All taxes must be included in the final price.

The financial offer should be delivered in a separate sealed envelope from the technical offer.

- Financial and technical offer must be submitted in English and signed/or stamped in sealed envelope by hand to the following address:

📍 *Innovation Hub, Tirawi Building, -1 floor in Al Masyoun, Ramallah.*

Deadline for Submission is: **17th August 2023**

**Notes:**

- Innovation Hub is not obliged to choose the lowest price.
- Individuals only are accepted to apply.
- Individuals can submit a valid deduction on source certificate or else 10% the total payment will be deducted as income tax.
- We will be evaluating each applicant based on the following weights:

<b>Specifications</b>	<b>Score</b>
<b>Technical Offer (Resume must reflect the following)</b>	<b>70%</b>
<i>Relevant years of experience</i>	10%
<i>Time frame and methodology applied</i>	30%
<i>Relevant work samples</i>	10%
<i>Deep knowledge of the Palestinian legal and ethical standards in relation to manuals and policies, specifically with regard to gender sensitivity and protection of vulnerable population groups.</i>	20%
<b>Financial Offer</b>	
<i>Price in ILS per day</i>	<b>30%</b>

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

Telephone: 0593808876, Email: [innovationhubps@gmail.com](mailto:innovationhubps@gmail.com)

Thank you for your kind cooperation,

Sincerely yours,

**Consultant for Organisational Development  
Innovation Hub**