

Date: 29.08.2023

Dear Sir or Madam,
Greetings from the Innovation Hub

Subject: Request for Quotation – Review and finalisation of Innovation Hub HR and Administrative Manual

The Innovation Hub is a newly registered organisation.

The Innovation Hub was also founded with the support of The Palestinian Association for Empowerment and Local Development—REFOROM, which is an NGO seeking to promote inclusion and social solidarity through empowering marginalised and 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, edit and finalise the HR and administrative manual of the organisation, in accordance with the needs of the Innovation Hub, as social entrepreneurial institution.

Needed Background:

- Advanced knowledge of Palestinian social, economic and environmental issues, NGO landscape, social entrepreneurship, economics and its terminologies.
- Advanced degree in organisational development, human resource management, business administration or a related field.
- At least 5 years proven experience in consulting on and developing organisational manuals.
- Proven experience in consulting diverse organisations, ranging from start-ups to established NGOs.
- As a skilled consultant, s/he has reviewed organisational policies and manuals and ensured that they follow relevant industry standards, legal regulations and best practices within the Palestinian context.
- 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 on, review and finalise drafted HR and administrative manual at the Innovation Hub for 3-4 days.
- Deliver edits and recommendations on the produced manual described above, thereby working closely with the consultant for organisational development in improving and finalising drafted policies.

- Ensure policies are in line with Palestinian law, ethics and standards.
- Provide a final manual ready for implementation at the institution.

The Client acknowledges that the documents and materials provided for review may contain sensitive and/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 manual by 24th September 2023.
- 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 hour. All taxes must be included in the final price.

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

- Financial and technical offers 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: **4th September 2023**

Notes:

- Innovation Hub is not obliged to choose the lowest price.
- Individuals and companies are accepted to apply.
- Individuals and companies 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:

Specifications	Score
Technical Offer (Resume must reflect the following)	70%

<i>Relevant years of experience</i>	10%
<i>Time frame and methodology applied</i>	20%
<i>Relevant work samples</i>	10%
<i>Deep knowledge of the Palestinian legal and ethical standards in relation to HR and administrative manual.</i>	30%
Financial Offer	
<i>Price in ILS per day</i>	30%

For more information, please do not hesitate to contact us on the following contact details:
Telephone: 0593808876, Email: innovationhubps@gmail.com

Thank you for your kind cooperation,
Sincerely yours,
Consultant for Organisational Development
Innovation Hub