

**Date: 25.01.2024**

Dear Messer's,  
Greetings from REFORM Association

**Second Extension- Request for Quotation: Rapid Response Trainer**

**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. It seeks to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups and structural reform. REFORM aims to boost the social and political engagement of marginalized hard-to-reach groups and community activism. It seeks to promote equal access to public utilities by empowering young men and women while establishing a dependable database for political and administrative decision-makers in Palestine.

**“The Palestine Emergency Early Response” (PEER)** project is driven by the urgent need to provide immediate and comprehensive support to Palestinians affected by the current crisis in Gaza and West Bank. The project specifically focuses on delivering three areas that require extensive attention to ensure the life-saving protection of and assistance to people and communities. By (1) providing conflict preparedness and prevention (CPP) and Risk Education (RE) trainings and awareness raising for at-risk communities, (2) delivering targeted cash assistance to support direct humanitarian needs of vulnerable groups for food security and livelihood (FSL) and (3) strengthening assistance for mental health and psychosocial support (MHPSS) and prevention of sexual and gender-based violence (SGBV) with support for survivors.

The war on Gaza has brought dire humanitarian consequences to Palestinians. In the rest of Palestine, at-risk conflict-affected communities and vulnerable groups face profound challenges. The project applies the Leave No One Behind (LNOB) principle to ensure Palestinians, especially women and children, in the West Bank targeted locations are also supported to be better prepared and more resilient in the face of armed violence. The project will work on reducing harm to civilians through the three targeted interventions: CPP, FSL and SGBV.

**REFORM seeks to engage a trainer to equip a group of 75 young individuals with the skills for prompt and efficient response in diverse scenarios. This includes addressing emergency situations and managing crises, particularly within the context of the challenges facing Palestinian society due to ongoing conflicts.**

*We are looking for a trainer in Rapid Response (Crisis management, conflict resolution, emergency preparedness, safety and security measures, health and First Aid) for 10 training days, every three days will cover one topic.*

Interested candidates should submit their offers latest by **Wednesday, 31.01.2024, 2:00 PM.**

**For more details, kindly check the enclosed TORs.**

**Specifications:**

- Degree in social work, humanitarian crisis, disaster management or any other related field.
- Extensive experience in designing and conducting rapid response training programmes.
- In-depth knowledge of conflict resolution and conflict prevention.
- Strong facilitation and communication skills.
- Ability to adapt training content to diverse participant backgrounds.
- Previous experience in emergency response or related fields.
- Showcase proficiency in utilising technology, including online platforms such as Zoom, to enhance the training experience.
- Deep understanding of rapid response techniques and tools.

**Scoop of work:**

- We are looking for a trainer to equip 75 (45 in Gaza and 30 in WB) individuals with prompt and efficient response skills, focusing on emergency situations and crisis management within the Palestinian context. The selected candidate will play a vital role in enhancing community safety and well-being in conflict-affected areas.

**Purpose:**

- Strengthen the ability to navigate and address cultural gender considerations in high-pressure situations.
- Develop and impart strategies for swiftly assessing and responding to emergencies, ensuring efficient decision-making.
- Conduct comprehensive training sessions on emergency first aid, emphasising practical skills applicable in crisis scenarios.
- Provide expertise in risk analysis and crisis management, equipping responders with proactive strategies for handling unforeseen challenges.

- Instruct on the effective utilisation of technology for swift and coordinated responses during emergency situations.
- Train on communication techniques tailored for high-stress emergency environments, ensuring clear and efficient information exchange.
- Enhance understanding of volunteerism and community participation dynamics in the context of rapid response situations.
- Provide practical training in shock and tension control methods, enabling responders to maintain composure and effectiveness under pressure.
- Equip trainers with skills for managing emergency teams, emphasising coordination, leadership and rapid decision-making.
- Impart knowledge on human rights and humanitarian laws crucial for responders in situations of conflict and war.

 **About the training:**

The training aims to strengthen cultural gender considerations, develop strategies for swift emergency responses and provide expertise in risk analysis and crisis management. The goal is to equip responders with the necessary skills for effective decision-making and communication in high-stress situations.

The selected candidate will organize groups of activists to raise awareness about violence, enhance public resilience against occupation violence and promote community cohesion to mitigate risks.

**Notes:**

- **The implementation period will be 15 days after the selection of the candidate.**
- **The applicants must register on our procurement system E-connect using this link: REFORM: ([www.econnect.ps](http://www.econnect.ps)) and attach a copy of the registration form with the offer.**
- REFORM has the right to request any necessary clarifications.
- Interested candidates should submit **separate technical and financial offers that are stamped and/or signed latest by Wednesday, 31.01.2024, 2:00 PM** at REFORM's office in Al-Masyoun, Ramallah, Al-Tirawi Building, 2<sup>nd</sup> floor, Telephone 022966646.
- Financial offers must be submitted in ILS, **including Income Tax.**
- A valid deduction at source certificate is required, or else 10% of the total payment will be deducted as income tax.
- The technical offer must include a CV (please make sure to highlight needed experience). Any CV with photos or distinctive marks will not be accepted.
- Both candidates from the West bank and Gaza Strip are welcome to apply.

**Evaluation criteria:**

<b>Qualifications</b>	<b>Grade (100%)</b>
<b>Technical offer</b>	<b>70%</b>
An updated CV reflecting the required knowledge and experience- <b>Degree in Humanitarian studies</b>	30%
Proposed implementation plan - given to who submits a shorter time frame- 3 topics about Rapid Response Trainer	10%
<b>Experience in working with international associations that are related to relief operations</b>	15%
Ability to ensure gender-sensitive approach	15%
<b>The financial offer in ILS Including Income tax</b>	<b>30%</b>

For more information, please do not hesitate to contact us on: Telefax: 02-2966645 or Email: [procurement.reform@gmail.com](mailto:procurement.reform@gmail.com) or [mmorror@reform.ps](mailto:mmorror@reform.ps).

Thank you for your kind cooperation.

**Procurement Unit**