

Date: 24.01.2024

Dear Sir or Madam,

Greetings from REFORM Association,

**Subject: Request for Quotation- Gender Expert -Mentor for Early Warning & Social Mediation Groups****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.

**About the project:**

The “She Leads Change” (SLC) project seeks to promote women’s participation in decision-making process, enhance the roles of both young women and men in building safe and secure communities and develop access to justice and security. The project will accelerate the use of the previously developed early warning system in the targeted governorates throughout Palestine. Additionally, the targeted beneficiaries will be engaged as social mediators to enhance their communities’ access to justice. The SLC project will facilitate numerous tailored activities, including coordination meetings between the target groups and the local and national decision-makers for them to amplify the security and justice needs for their localities. This will be an opportunity for the target groups to take more active roles in representing the needs of their communities.

**Early Warning System:** It’s a mechanism done to bridge the gap of people’s engagement in the community to enhance safety and security and avoid discrimination by bridging the jurisdictional and violence prevention. The main objective of this mechanism is to prevent the phenomenon of violence from worsening even further.

**Targeted Groups:** Women, youth and PWD aged from 19-29. (5 groups- each group consists of 25 members, i.e., 20 females and 5 males).

**Localities:** The interventions will take a place in different localities in the following governates: Tubas, Qalqilya, Northwest of Jerusalem, Hebron and Salfit.

*We are looking for a Gender Expert to mentor Early Warning & Social Mediation Groups for a total of 7 days.*

Interested candidates should submit their offers latest by **Wednesday 31.01.2024 until 12:00.**

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

**Needed Background:**

- Master's degree in Gender studies, Human Rights, Sociology or related fields.
- At least 5 years of relevant experience in conducting research, analysis and reviews and analysing data in qualitative methodology.
- Deep knowledge of GBV, VAWG and VAPWD.
- Deep knowledge of women's rights. New masculinities, gender equity, gender roles, and/or gender-based violence would be beneficial"
- Knowledge of identifying key players/main actors for the analysis (formal and informal institutions and relevant individuals and stakeholders).
- Deep experience in analysing data and information and converting them into results.
- Solid communication skills and sensitivity to gender issues and gender-based violence terminology.
- Ability to contact and communicate with focus groups and different stakeholders.
- Ability to write the analyses in a clear, understandable and simple manner.
- Effective communication and prompt response follow-up with the project's team to reflect the required observations and amendments related to the analysis topic.

**Specific required tasks:**

- The targeted groups will be coached and mentored by human rights experts as they prepare their early warnings.
- The participants will undergo one day/group of early warning training before starting their early warnings reporting and documenting.
- Gender expert will receive a copy of early warning trainer's report in order to have a wide understanding of participant's progress, situation and evaluation.
- One day to conduct a meeting with the early warning trainer before and after the training session each meeting that is around 3 hours to assess and monitor group's learning outcomes.

- Two days to conduct online meetings with each group (5 groups). Within these meetings the expert will assess that the group is prepared to communicate the needs of their communities to decision-makers.
- Three days to meet with the groups to mentor and coach them as they prepare their early warning reports.
- One day to capture and document all the capacity gaps that the group suffer from.
- The training will be held in different locations around the West Bank as mentioned in the notes or online due to the current security situation.
- Provide an action plan.
- Provide pre and post evaluation reports in English in coordination with information received from the early warning trainer.
- REFORM and SHS will conduct one more day of training to fill any gaps in the form of a Q&A.

**Mission:**

- Implementation of 7-day mentoring sessions (eight hours per day).
- To mentor, analyse and evaluate early warning and social mediations groups.
- Mentor, analyse and evaluate the early warning indicators that the group come up with.
- Prepare requested reports and communicate with the project's coordinator.


**Training Outcomes:** To mentor and coach the participants when they start their journey of early warnings and to capture and document all of the capacity gaps that the early warning groups suffer from.

**General Notes:**

- Application is for individuals.
- The implementation time frame is approximately two months.
- **Note:** The number of days for the training and locations may change due to the current security situation.
- **Note:** Due to the current security situation and the possibility of making the training online, the expert shall provide a separate offer showing the hourly rate for online courses instead of in-person.
- REFORM has the right to request any necessary clarifications.
- **Note:** The Association has the right to divide the tender if they deem it necessary.
- **Note:** This project will be implemented in partnership with Stars of Hope Society (SHS) and should have the capacity and previous experience to work with People with

- **Note:** The expert shall provide two separate offers (financial & technical).

### Submission Criteria:


 Individuals who meet the needed background and are interested in implementing the training, kindly see the below mentioned requirements for applying.


#### 1. Technical offer (70%) must include:

- Academic qualification %5,
- Proven experience training 20%
- Methodology of work report 10%
- Knowledge of early warning and societal conflict in Palestine 20%
- knowledge of GBV and violence against people with disabilities and women's right 10%.
- Experience in mentoring and analysing groups 5%.

#### 2. The financial offer (30%) Price offer should be drafted in English and submitted in **ILS** per hours (8 hours-per day) including transportation. All taxes must be included in the final price.

- **Note:** Due to the current security situation and the possibility of making the training online, the expert shall provide a separate offer showing the hourly rate for online courses instead of in-person.
- Financial and technical offers must be submitted in English, signed/or stamped in **separate sealed envelopes and delivered by hand** to the following address:

 *The Palestinian Association for Empowerment and Local Development—REFORM, Tirawi Building, 2<sup>nd</sup> floor in Al Masyoun, Ramallah.*

 Registration in the Association's electronic procurement system through the link: REFORM ([www.econnect.ps](http://www.econnect.ps))

Those who wish to apply and meet the above conditions should submit their financial and technical offers in a sealed envelope to the address of: The Palestinian Association for Empowerment and Local Development—REFORM, Tirawi Building, 2<sup>nd</sup> floor in Al Masyoun, Ramallah **no later than Wednesday 31.01.2024 until 12:00 in the afternoon**, taking into account the following:

### Notes:

- REFORM is not obliged to choose the lowest price.
- Individuals are only accepted.
- Individuals can submit a valid deduction on source certificate or else 10% the total payment will be deducted as income tax.

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 Unit**

