

Date: 28.01.2024

Dear Sir or Madam,

Greetings from REFORM Association

Subject: Third Extension- Invitation to Tender - Relief Advisor**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. 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 Explosive Ordnance Risk Education (EORE) 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.

We are looking for a Relief Advisor to outcome the following tasks.

Interested candidates should submit their offers latest by **Thursday, 01.02.2024, 12:00 PM.**

For more details, kindly check the enclosed TORs.

Needed Background:

- Possession of an advanced master's degree in a relevant field (e.g., Humanitarian studies, social services).
- Minimum of 5 years' experience in relief operations, with a focus on gender-sensitive approaches and a proven track record of successful advisory roles.
- Structured knowledge in relief approaches and targeting mechanisms.
- Structured knowledge in poverty and vulnerability trends and approaches at oPt level.
- In-depth knowledge of humanitarian principles, standards and emerging trends.
- Strong communication and interpersonal abilities.
- Strategic planning and advisory skills.
- Technical proficiency in relief operations.
- Expertise in conducting needs assessments, particularly in identifying vulnerable groups.
- The ability to write technical reports that reflect the project's process.
- Ability to ensure a gender-sensitive approach in designing relief solutions.

The General Objective:

In light of the persistent challenges posed by the ongoing aggression on the Gaza Strip and the West Bank, including occupied Jerusalem, The Palestinian Association for Empowerment and Local Development—REFORM, in collaboration with the Department of Refugee Affairs of the Palestine Liberation Organization, initiates the "PEER" initiative. This initiative is aimed at addressing the needs of specific families and individuals, as part of the Association's commitment to bolstering the resilience of our people and assisting in fulfilling their essential humanitarian requirements. The initiative involves offering in-kind or cash assistance to recipients from the Gaza Strip and the West Bank. While we acknowledge that this contribution is modest in comparison to the extensive needs of our people, it represents a small yet meaningful effort within our scope of responsibility and capabilities.

Specific Required Tasks:

- Collaborate with a steering committee that is related to the project to identify vulnerable groups, especially women and girls.
- Conduct thorough assessments in collaboration with the steering committee to identify the most vulnerable groups within the affected population.
- To develop and design a relief-based intervention kit.
- Work remotely using digital tools for effective communication.
- Provide monthly progress reports and address challenges.
- Continuously assess and enhance relief strategies.
- Coordinate with stakeholders for a collaborative relief effort.

Accept any comments from the team and be able to cope with different situations.

- Participate in the meetings that the committee conducts in accordance to the beneficiaries' requests.
- Participate in defining the criteria for the beneficiaries.

General Terms:

- The time period is for 6 months, which include 5 days per month, where 2 of them will be at REFORM's office.
- Place of Implementation: Ramallah, Al-Masyoon, REFORM's Office.

Submission Criteria:

- ✚ Individuals who meet the needed background and are interested, kindly see the below mentioned requirements for applying.
- ✚ The resume should be sent in English with work experience. (Resumes with a personal picture will not be considered) including expertise in the following:

Criteria	Weight
Technical Offer	70%
Degree in Humanitarian studies	10%
Experience in working with international associations that are related to relief operations	10%
Experience in related humanitarian relief operations	30%
Ability to ensure gender-sensitive approach	10%
Ability to write a technical report	10%
Financial Offer	30%
Total	100%

- The financial offer should be drafted in English and submitted in **ILS** per day (8 hours) * 5 days including transportation. All taxes must be included in the final price.
- The financial and technical offers must be submitted in English and signed/or stamped, **in separate sealed envelopes** by hand to the following address:

- ✚ Registration on the Association's electronic procurement system through the link: REFORM (www.econnect.ps.)

Those wishing to apply and who meet the above conditions should submit their financial and technical offers in separate sealed envelopes to The Palestinian Association for Empowerment and Local Development—REFORM, located in Al-Masyoun, Ramallah, Al-Tirawi Building, second floor no later than Thursday 01.02.2024 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.
- Advertisement fees will be deducted from the winning bid.

For more information, please do not hesitate to contact us on the following contact details:
Telefax: 02-2966645, Email: Info@reform.ps

Thank you for your kind cooperation!

Sincerely yours,

Procurement Unit

Mona Morrar

