

Date: 04.02.2024

Request for Quotation**MEAL Specialist****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 reliable 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.

REFORM is requesting a **MEAL Consultant** for 18 months starting from 2024 under the SLC project.

Interested candidates shall submit their offers **latest by Tuesday, 13.02.2024, 02:00 PM.**

Specifications:

- Master’s degree in M&E, preferably in development planning, management, gender studies, social studies, conflict studies, human rights or any related field.
- The project duration is 18 months.
- Strong knowledge of monitoring, evaluation and learning approaches and tools is desired.
- At least 5 years of experience in M&E/MEAL design and implementation at the project and programmer level, along with evaluation approach.
- Excellent writing and analytical skills in drafting concept notes and reports in English and Arabic.
- Advanced skills using different computer programmes, including MS Word, Excel and data base management.

- Previous experience working within development agencies.
- Experience in developing MEAL.
- Experience in analyzing quantitative and qualitative data.
- Demonstrable expertise on women's rights and gender equality programmes, particularly relating to violence against women and girls and violence against PWD.
- Good knowledge and understanding of different forms of disputes in Palestinian communities.
- Good knowledge and experience of women and youths' situation in Palestine.
- Experience in conducting feminist and/or gender-responsive evaluations and of conducting theory-based evaluations.
- Previous experience working with communities conducting action research and/or using participatory approaches.
- Demonstrated understanding of and commitment to ethical issues in research/evaluations.
- Experience in managing and coordinating evaluation/research exercises, including with or through country-based partners, delivering agreed outputs on time and within the budget.
- Good communication skills and follow up with the project's team.

Scope of work:

- **Expected outcomes:** Evaluate the progress of the members in each training batch.
- The follow up and evaluation processes by the expert will be based on three phases: first phase in February 2024, second phase in August 2024, third and final phase in April 2025.
- To transport to the locations that the Association requests.
- Submit an M&E report, which should include: the development of a visual report presenting the findings and main achievements, utilizing graphs, infographics, tables, charts, etc.
- Develop a timesheet of working hours.
- Review all related project document to have a wider understanding about interventions, outcomes and objectives.
- Attend all requested meetings by REFORM's staff.
- Prepare a questionnaire to assess individual change. The questionnaire must be quantitative and qualitative.
- Review programme intervention strategies and develop appropriate monitoring tools and an evaluation and learning strategy.
- The assessment will be within field visits done by the expert or online based on current security situations and the nature of the intervention.

- The assessment will be conducted throughout the project's duration, which is 18 months, meaning that the five contracting days (the total amount that the expert will be contracted for) might be in different periods throughout the project's implementation period, both virtually and face to face.
- Provide a report on the chosen methodology throughout the evaluation duration.
- Provide a pre-report that reflects the group's situation based on the results of the questionnaire.
- Provide a post-report that measures the extent of achieving goals. Also, the pre-report must reflect the results of the post-evaluation questionnaire.
- Expert must provide three reports as the following: 1) Analysis report about the results of the pre- and post-evaluation. 2) a mid progress report to reflect the project's objectives and interventions 3) a final report that measures progress and changes throughout the three phases.
- Conduct targeted data collection and identify where outcomes are likely to be achieved.
- Conduct an in-depth case study for attended sessions to verify outcomes and further unpack change processes as part of theory-based evaluation.
- To assess to which extent has the project been able to realize its intended outcome.
- To assess what are the most effective strategies in the project for getting people in power to change their behavior in response to issues of GBV and VAPWD.
- Assess the progress of governmental approach towards GBV and VAPWD and conflict mediators.
- To assess the engagement of youth and boys in VAWG social mobilization programme.
- To assess how REFORM's programme supports women's groups in the prevention of GBV, VAWG and VAPWD.
- To assess to which extent the participants have learned from the assigned sessions and to which extent they have changed.

Offers must include the following:

1. Price offer should be **per hour** submitted in **ILS including income tax**.
2. Valid deduction at source certificate شهادة خصم مصدر سارية المفعول
3. Complete contact details of a person to whom further correspondence must be sent, including name, position, email address and phone number.
4. Individuals only are able to apply.
5. The technical and financial offers should be given in separated files with a CV and 3 samples of work, which should be reports.
6. The total working hours will be approximately (40) hours/ 5 working days, with the possibility to increase up to 25% from the applicant's offer.
7. The follow up and evaluation process by the expert will be in three phases: first phase in February 2024, second phase in August 2024, third and final phase in April 2025.

Notes:

P.O.Box: 4455 • Payment will be monthly according Timesheet.
Ramallah, Palestine
Telefax: +970 2 2966645
www.reform.ps
info@reform.ps

- **The applicants must register on our procurement system “E-connect” using this link: REFORM (www.econnect.ps), and attach a copy of the registration form with the offer.**
- **Offers should be in separate Technical and Financial sealed envelopes, signed, stamped and delivered by hand to the following address:**

West Bank: *The Palestinian Association for Empowerment and Local Development—REFORM, Tirawi Building, 2nd floor in Al-Masyoun, Ramallah.*

- **Evaluation criteria:**

Submitted offer will be evaluated as follows:

Criteria	Weight
Technical Offer	70%
Evaluation methodology, and plan	20%
Education and Qualification	10%
Relevant Experience	20%
knowledge of social context of women, social accountability, law governance	10%
Sample of work	10%
Financial Offer which includes a financial breakdown table	30%
Total	100%

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

Telefax: 02-2966645, e-mail: mmorror@reform.ps

Thank you for your kind cooperation!

Sincerely yours,

Procurement Unit