

**Date: 10.07.2024**

Dear Sir or Madam,  
Greetings from REFORM Association

**Subject: Social Mobilizers for Cultural Cafes**

**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 and hard-to-reach groups and structural reform. REFORM aims to boost the social and political engagement of marginalized and hard-to-reach groups and promote community activism to facilitate equal access to civic spaces through strengthening the capabilities of young and women, and to provide a reliable database for political and administrative decision-makers in Palestine.

**“Resilience Rise” Project Summary:**

This project will build on the experiences and lessons learned from the Youth-Led Action (YLA) project in partnership with PART program. Lessons include empowering Palestinian refugees to lead the transformation processes within their communities, specifically in increasing their leadership and social participation. The project will work on enhancing the refugee camps’ resilience and fostering the refugees’ access to security and justice. By engaging with the younger generation in decision-making processes, the project fosters social participation within and across social fault lines to enhance solidarity between social groups through, sustaining the social and cultural cafe platforms where youth from different communities can often meet and share their issues, hindering forces and obstacles. The project applies the Leave No One Behind (LNOB) principle to ensure all refugee needs are heard.

**Terms of Reference: Social Mobilizers for Cultural Cafes/Sessions**

REFORM is recruiting **three social mobilizers** to organize, lead, and conduct up to 70 cultural cafes/session in refugee camps in the West Bank.

**Specifications:**

- Bachelor's degree, preferably in social sciences.
- At least two years of relevant practical experience in the field of facilitating dialogue meetings or trainings specifically with youth.
- At least 3 years of experience in project coordination or management.

- A broad and deep understanding of the Palestinian political, social and cultural framework, specifically of refugee communities and youth issues.
- Excellent interpersonal, communication, presentation and organization skills.
- The ability to prepare the necessary assessments and reports.
- He/she has extensive relations with youth, target groups and stakeholders in the targeted areas.
- The ability to commit to carrying out activities as required at any time or day of the week.
- The ability to implement, evaluate, and follow up on activities.

**Scope of Work:**

- Preparing the action plan for the cultural sessions.
  - Recruiting the target groups in the target areas of the project.
  - Managing the logistic framework in accordance with the project plan.
  - Building and managing close contacts and relationships with key stakeholders, project partners and NGOs.
  - Each social mobilizer is expected to implement 24+/- cultural sessions and meetings in one of the targeted refugee camps.
  - Compliance with REFORM Association and commitment with donors and the Association's procedural manuals.
  - Providing the necessary support in preparing technical reports and following up on completion reports.
  - Write news articles about the activities of the cultural sessions.
  - Take photos and video recordings of the sessions and share them with the project coordinator.
  - Provide technical support for the project coordinator and project team.
  - Provide the project team with the necessary purchase orders and service provider agreements.
  - Prepare Pre-Post assessment to evaluate the participants level of interaction.
  - Visit REFORM in Ramallah for a monthly meeting to follow up with files and activities.
  - Archive all materials for the activities.
- **Location:** The 70 Cultural Sessions will be conducted in three locations: Al-Am'ari refugee camp, Al-Fawar Refugee camp, and Balata Refugee camp.
  - **Expected duration:** Each social mobilizer will conduct up to 24 Cultural Session/ Café in one of the targeted locations, to be held from August 2024 to March 2025.
  - The first party has the right to amend by increasing or decreasing the required tasks by not exceeding 25% of the contract value.

**Apply instructions: Qualified candidates should send the following:**

- An updated CV including two professional references.
- P.O.Box: 4455  
Ramallah, Palestine  
Telefax: +970 2 2966645  
www.reform.ps  
info@reform.ps

- A cover letter detailing their interest and qualifications for this position.
- Submit a financial offer in ILS per hour, including tax, noting that the duration of the cultural session is 2.5 hours, and each session requires writing a news article, photographic documentation, and submitting a detailed report **in English Language** that includes the outputs, activities, and assessment results. Each cultural session is expected to require up to 6 working hours per day.

○ **Evaluation Criteria:**  
**Criteria Evaluation**

**Technical Offer: 70%:**

15% Bachelor degree, 10% practical experience in dialogue meeting, 10% experience in project management, 10% communication and leadership skills, 10% availability at any day and time. 15% in writing reports and conducting assessment.

**Financial offer: 30%**

The financial offer should be made in ILS including income taxes per hour. One working day consists of 6 hours which include 2 hours preparation of session , 2.5 hours implementation, and 1.5 preparation of technical report.

**Notes:**

- Please indicate the position title as "Social Mobilizer-location " in the email subject line.
  - Only short-listed candidates will be contacted for an interview.
  - **CVs with photos or any other distinctive signs will not be considered.**
  - Incomplete applications or applications that do not follow the instructions will not be considered.
- Kindly submit application documents in a sealed envelope in person to REFORM no later than **July 24th, 2024**. Shortlisted candidates who meet the qualifications will be invited for an interview at REFORM office in Ramallah.
- **Address:**  
Al-Tirawi Building, 2nd Floor  
Al-Masyoun, Ramallah, Palestine
- **For any inquiries, contact REFORM through:**  
Telephone: +970 592333029



المؤسسة الفلسطينية للتمكين والتنمية المحلية  
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