

Date: 15.07.2024

**Dear Messer's,
Greetings from REFORM Association**

Subject: Request for Quotation- Centralized Radio Presenter and Scriptwriter

The Palestinian Association for Empowerment and Local Development—REFORM requests an offer to produce and prepare radio episodes within the "Citizenship Issues Under Microscope" program broadcasted on radio or any other platform endorsed by the association, for a duration of 45 minutes weekly (every Wednesday at 4:00 PM). The contract will be for one-year period, with the option to extend for an additional two years.

Deadline of Submission: Monday, 22 of July 2024, before 03:00 pm.

Requirements of Radio Presenter and Scriptwriter:

- Proficiency and eloquence in Arabic language speaking.
- Possessing a clear and resonant voice, with skills in radio presentation and articulation.
- Strong interpersonal communication and exceptional organizational skills.
- Advanced capabilities in teamwork.
- High level of intuition.
- Bachelor's degree in media and journalism.
- Minimum 5 years of relevant practical experience in radio and dialogue program hosting.
- At least 5 years of experience in scriptwriting and defining discussion topics for radio episodes.
- Broad and deep understanding of Palestinian political, social, cultural, and economic frameworks.
- Strong and diverse network to suggest guests across multiple fields.
- High ability in networking, coordination, and conducting interviews with guests.
- Ability to improvise and derive questions from guest responses.
- Ability to take initiative and make quick decisions under pressure.
- Attractive voice and strong, non-imitative personality.
- Ability and flexibility to handle and recover from embarrassing situations on-air.
- Commitment to neutrality and objectivity.
- Creative problem-solving skills and ability to work within a team.

Scope of Work:

- Developing a comprehensive script for each radio episode, outlining the introduction, discussion points, and guest questions.
- Managing and facilitating the 45-minute radio episode weekly.
- Suggesting guests and speakers appropriate to the episode's focus.
- Representing the institution and reflecting its vision within the episode's framework.
- Attending weekly meetings with the association's team as necessary.
- Adhering to the schedule, and positively and promptly responding to technical issues.
- Incorporating feedback and suggestions from the team.
- Coordinating with radio management on logistical matters related to the program.
- Providing guidance and advice in the form of a monthly technical report reflecting program development.
- Committing to and attending the studio half an hour before the program starts.

Notes:

- **REFORM is not obliged to choose the lowest price.**
- **Centralized contract is for one year with possibility to extend to two years.**
- **Location of Studio: Ramallah**

Submission criteria:

For those who meet the eligibility criteria mentioned above and are interested to apply, kindly please follow the application instructions below in order to be considered:

- **Signed and/or stamped offers must be submitted in two sealed envelopes and delivered by hand to REFORM Association.**
- **Address:** Tirawi Building, 2nd floor in Al Masyoun, Ramallah.
- Please include your name on the envelopes.
- Sealed envelopes must be clearly labeled as either technical or financial.
- The technical offer must include the following:
 1. Resume- without photo.
 2. Sample(s) of previous radio work.
- Financial Offer should be in ILS including income taxes per episode (45 mins.)

Suppliers will be evaluated based on the following criteria:

Qualifications	Grade
▪ Technical offer:	70%
Individual resume that reflects matching experience and needed requirements	40%
Sample of previous radio work	30%
▪ Financial offer in ILS including income taxes per episode.	30%

Thank you for your kind cooperation.

Mona Morrar,
Procurement Coordinator