

Date: 24.07.2024

Dear Sir or Madam,
Greetings from REFORM Association

Subject: Pool of Facilitators: Social Transformation Facilitators and Co-Facilitators

❖ **About REFORM:**

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 enhance the social and political participation of marginalized and hard-to-reach groups, strengthen community activism, facilitate equal access to public utilities through strengthening the capabilities of young and women, and to provide a reliable database for the political and administrative decision-makers in Palestine.

About the Projects:

❖ **Gender Accountability Promotion (GAP): Bureau for the Promotion of the Female's Right to Political Participation in Palestine” Project Summary:**

“Gender Accountability Promotion (GAP): Bureau for the Promotion of the Female's Right to Political Participation in Palestine” project seeks to foster the engagement of female members in local councils to take leading roles in decision-making processes, creating civic spaces that accommodate the engagement of women and youth. This is done by holding municipalities accountable to their needs, enhancing the targeted municipalities to gender's needs and developing social participation of women, girls and youth. The project will build and develop newly elected women's engagement in decision-making processes, foster the engagement of women to liaison between the community and the targeted municipalities, transform masculine attitudes that block women engagement by establishing the Accountability Souk and establish the female members' reflexive forum. This project is implemented by The Palestinian Association for Empowerment and Local Development— REFORM, in partnership with the Assembly of Cooperation for Peace (ACPP) and supported by Jovesólides.

The social transformation training will build the capacities of the newly elected members to understand their own behaviors by diving into the analytical process in which they learn about the drivers of the behaviors and its relationship with the culture. The participants will be equipped with the proper tools to understand the deep roots of these attitudes and they will be engaged in transformation processes by challenging the values that support these attitudes. The training aims to enhance the trainees' tendency to understand their antagonistic behaviors based on gender, age and social class.

The groups will be capacitated to use specific innovative analytical tools, allowing them to capture the root causes of discriminatory attitudes within their public spheres against youth and women. They will be able to transcend these discriminatory attitudes, leading to having the young women be engaged in the democratic processes. The targeted members will be equipped to become social transformative leaders within their municipalities and local councils.

❖ **“Resilience Rise” Project Summary:**

The “Resilience Rise” project is implemented in partnership with Strengthening the Influence of Palestinian Refugees on their living Conditions (PART II), funded by the GIZ on behalf of the Federal Ministry for Economic Cooperation and Development (BMZ). The project works 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. The project applies the Leave No One Behind (LNOB) principle to ensure all refugee needs are heard.

❖ **“Networking: Palestinian youth, agents of social transformation” Project Summary**

This project comes as part of the “Networking: Palestinian youth, agents of social transformation” project, aims to strengthen the political participation of Palestinian youth, especially university women and reinforce their presence in the democratic processes of the university, consolidating a network of leaders and social leaders of transformation. This project is implemented by The Palestinian Association for Empowerment and Local Development—REFORM, in partnership with the Assembly of Cooperation for Peace (ACPP) and financially supported by Ayuntamiento de Castellón.

Requested Quotations:

REFORM is planning to contract with more than one facilitator and cofacilitator for Social Transformation training within the framework of REFORM’s projects to implement up to (504 +/-) facilitation hours during 2024-2025. Please submit your quotation the latest by **Monday, 05.08.2024, before 14:00 PM.**

PART 1:

❖ **Facilitators for Social Transformation Training**

Needed Background:

- BA degree in Political Science, Social Studies, Human Rights and Law, or any other related field.
- Advanced knowledge on social issues and power relations between different components of society.
- Knowledge and proven experience in social transformation methodology.

- At least 4 years' experience in conducting training and facilitate community conversion sessions.
- Ability to provide a description of the training's phases and theoretical framework based on logical objectives and practical experience.
- Advanced knowledge in the Palestinian social context.
- Advanced communication skills.
- Proven skills in facilitating and managing dialogue and training sessions.
- Advance knowledge in report writing.
- Deep knowledge of the Palestinian political system.
- Knowledge in the reality of the work of Palestinian parties and their relationship with the political system, Palestinian context, specifically youth issues, refugee camps, Area C, influencers on a governmental level, gender concepts, women's participation and the reality of Palestinian women.

Scope of work:

- REFORM has the ability to contract one or more facilitator(s) during 2024-2025 to implement up to (504 +/-) training hours for each facilitator. These number of hours are subject to change, in which they can be increased up to 25% from the applicant's offer and decreased according to the budget's availability and REFORM's projects.
- REFORM's operations team will specify to the Co-facilitator/s the topic/ number of training hours to prepare a work plan that describes the training, its aims and the time period for the training days, which reflect the overall goal, expected outputs and timeframe, upon REFORM's Operations Unit request.
- Implement trainings in REFORM's targeted governorates across the West Bank, regarding the projects and will be determined later by the Operations Unit.
- Implement the trainings on time, as requested, including on weekends.
- Help the main facilitator in preparing a detailed report to measure the changes on participants and the results of the assessment.
- Identify the training materials.
- Follow up and coordinate with the project team.
- S/he will help in developing the participants' ability to analyse using the social transformation methodology.
- Help in developing the capacities of the participants in resolving conflict and promoting social cohesion.

1st Social Transformation Facilitator (Gender Accountability Promotion -GAP Project):

- Conduct 3 days of training to 5 groups, making the total number of training days 15. Each group consists of 10 participants, who are members of local councils and municipalities
- Prepare and conduct a pre and post assessment for all training sessions.
- Prepare a work plan that consists of the learning objectives, training content, implementation methodology, and timeframe.

- Prepare all training material including agenda, handouts, PowerPoint presentations, and activities.
- Prepare a technical report on each training session that includes the training outputs and results of the assessment.
- Follow up and coordinate with the project team.
- Availability to travel across the West Bank at any time and date according to the trainings' implementation plan.
- Location: Different governorates across the West Bank.
- Expected duration: September 2024 – December 2025

2nd Social Transformation Facilitator (Resilience Rise):

REFORM is looking for two trainers specialized in social transformation and social mediation to conduct 42 days of training (21 training sessions for each trainer). The trainings will be held in the West Bank and will target youth transformative leaders, local committees in refugee camps, and youth shadow councils.

- Conduct up to 21 training sessions on social transformation and social mediation.
 - Prepare and conduct a pre and post assessment.
 - Prepare a work plan that consists of the learning objectives, training content, implementation methodology, and timeframe.
 - Prepare all training materials including agendas, handouts, PowerPoint presentations, and activities.
 - Prepare a technical report on each training session that includes the training outputs and results of the assessment.
 - Follow up and coordinate with the project team.
 - Availability to travel across the West Bank at any time and date according to the trainings' implementation plan.
- **Location:** Refugee camps in Nablus, Hebron, Jenin, Jericho, Ramallah, Tulkarem.
 - **Expected duration:** Each trainer will conduct up to 21 training days from August 2024 to December 2025.

3rd Social Transformation Facilitator (“Networking: Palestinian youth, agents of social transformation”):

- Carry out 6 days of training on social transformation (2 days per group).
- The project is targeting Al-Quds Open University students from three targeted locations (Ramallah, Nablus and Hebron).
- 2 days/group * 3 groups in total.
- Each group consists of 20 students from each campus.
- Full working day is (8 hrs).
- Enhance the groups' awareness and consciousness on roles that are based on cultural and political affiliations.

- Help the target group re-think their political participation and tendencies towards political and democratic engagement.
- Examine the factors and processes that drive social conflict and polarization within the university.
- Analyze the impact of structural factors such as poverty, gender and social inequality.
- **Location:** Ramallah, Nablus and Hebron.
- **Expected Duration:** August 2024- December 2025

PART 2:

❖ Co-facilitators for Social Transformation Training

REFORM is looking for co-facilitators, who will work closely with REFORM's social transformation Facilitator to conduct (+/- 504 Hours) of training in the West Bank that target youth transformative leaders, local committees in refugee camps, and youth shadow councils.

Needed Background:

- Bachelor's degree in social sciences or a related field of study.
- At least 2 years of experience in the field of conducting training, using the social transformation methodology is a plus.
- Good knowledge in conducting assessment and writing session minutes and reports that reflect the workshop's outputs.
- Strong interpersonal skills and strong verbal communications and organizational skills.
- Deep knowledge of the economic, social, and political Palestinian context, specifically relating to youth, refugee camps, and area C issues.

Scope of work:

- Participate in all training days.
- Prepare supplies and needs for training sessions.
- Assist in developing the training workplan and the pre and post assessment.
- Submit training session minutes to the trainer and assist the trainer in preparing the reports.
- Perform any tasks requested by the trainer.
- Follow up and coordinate with the project team and assist staff in identifying logistics and needs for the trainings.
- Availability to travel in the West Bank at any time and date according to the trainings' implementation plan.
- REFORM's operation team will specify to the facilitator/s the topic/ number of training hours to prepare a work plan that describes the training, its aims and the time period for the training days, which reflect the overall goal, expected outputs and timeframe, upon REFORM's Operations Unit request.
- Attend the trainings in REFORM's targeted governorates across the West Bank, regarding the projects, which will be determined later by the Operations Unit.
- Assist the facilitator to implement the trainings on time, as requested, including on weekends.

- Follow up with the facilitator and coordinate with the project team.
- Encourage participants to engage and participate in the community.
- **Expected duration:** Each cofacilitator will be part of the implementation of approximately 21 training days conducted from August 2024 to December 2025.
- **Location:** Refugee camps in Nablus, Hebron, Jenin, Jericho, Ramallah, Tulkarem.

Submission Criteria:

- ✚ Individuals who meet the needed background and are interested in implementing the training, kindly refer to the following requirements to apply:

1. Technical offer must include:

- Resume should be sent in English. (Resumes with a personal picture will not be considered).

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

- Financial and technical offers must be submitted in English and signed/or stamped in a sealed envelope by hand to the following address no later than Monday, August 5th 2024, by 14:00 PM.

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

We will be evaluating each applicant based on the following scores:

Evaluation Criteria for Social Transformation Facilitator:

Specifications	Score
Technical Offer (Resume must reflect the following)	70%
<i>BA in Political Science, Social Studies, Human rights and law or any other related field</i>	10%
<i>Knowledge in social transformation methodology</i>	20%
<i>At least 4 years' experience in conducting training on social change and social and political issues.</i>	10%
<i>Deep Knowledge in the reality of the work of Palestinian parties and their relationship with the political system, Palestinian context, specifically youth issues, refugee camps, Area C, and influencers on a governmental level, and gender concepts, women's participation and the reality of the Palestinian women.</i>	10%
<i>A previous writing sample of a workshop/training report, and a sample of a pre and post survey.</i>	20%
Financial Offer	

Price in ILS per day

30%
Evaluation Criteria for Social Transformation Co-Facilitator:

Specifications	Score
Technical Offer (Resume must reflect the following)	70%
<i>BA in Political Science, Social Studies, Human rights and law or any other related field</i>	10%
<i>Knowledge in social transformation methodology and in writing reports and conducting assessment.</i>	20%
<i>At least 2 years' experience in conducting training on social change and social and political issues.</i>	20%
<i>Deep Knowledge in the reality of the work of Palestinian parties and their relationship with the political system, Palestinian context, specifically youth issues, refugee camps, Area C, and influencers on a governmental level, and gender concepts, women's participation and the reality of the Palestinian women.</i>	20%
Financial Offer	
Price in ILS per day	30%

Notes:

- **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.**
- REFORM is not obliged to choose the lowest price.
- Both Social Transformation Facilitators and Co-facilitator can apply as a group or as individuals.
- More than one individual can be chosen.
- 25% increase or decrease of tasks through the period of implementation.
- Individuals can submit a valid deduction on source certificate or else 10% of the total payment will be deducted as income tax.
- Advertisement fees will be deducted from the chosen candidates.

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

Thank you for your cooperation!

Sincerely,

Mona Morrar

Procurement Coordinator at REFORM Association