

Date: 14.08.2024

Dear Sir or Madam,

Greetings from REFORM Association

**Request for Quotation: Monitoring & Evaluation Expert****❖ 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. Seeking to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups, and structural reform. REFORM aims to enhance the social and political participation of marginalized hard-to-reach groups and community activism, to 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.

**❖ Monitoring and Evaluation Expert:**

**Reform is recruiting a monitoring and evaluation expert to conduct M&E for the “Resilience Rise” project.** The 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. The project implementation period is from June 2024 until May 2025.

**The expert shall conduct monitoring and evaluation of the project using the Reflecting on Change (ROC) Methodology.** Reflecting on Change is a participatory impact monitoring method that employs a qualitative and participatory approach to reflect together with partner organizations, direct and indirect beneficiaries on changes connected to projects. This reflection on change takes place by means of half-day workshops with the respective focus groups - partner organizations, direct beneficiaries and external resource persons - using specific reflection tools and approaches.

**○ Specifications:**

- Master’s degree in strategic planning, M&E, or any relevant disciplines.
- At least 5 years’ experience in monitoring and evaluation of projects preferably with prior working experience in NGO.
- Advanced knowledge and understanding of M&E different approaches and trends, preferably in Reflection on Change (ROC) methodology.
- Demonstrated experience in monitoring project activities, data collection, and analysis dealing and fulfilling multi donor M&E requirements.

- Ability to design, conduct, and facilitate focus groups and monitoring and evaluation workshops in every step of the monitoring and evaluation throughout the project's lifecycle.
  - Team player, well-organized, flexible, open-minded, and highly motivated.
  - Fluent in English and Arabic with excellent English writing skills.
  - Excellent computer knowledge with command on MS Excel among other packages of MS Office software.
  - Ability to deal with complex and stressful situations, while maintaining a professional and solutions-oriented attitude.
- **Scope of work:**
- Design and form focus groups from the project target groups.
  - Conduct and facilitate three reflection workshops/focus group workshops throughout the project implementation period according to the Reflecting on Change methodology (ROC) to measure the expectations of the participants at the beginning and the impact of the project on the participants in the middle and at the end of the project. (the three workshops: Baseline workshop, progress workshop, end-line workshop.)
  - Design assessment tools and surveys that measure progress and impact according to the projects objectives and expected outcomes.
  - Draft detailed technical report in English on the outcomes and analysis of the three workshops and assessment following the donor's guidelines. (baseline study report, progress report (mid project), end-line study report)
  - The duration of each workshop is 2.5 hours. The expert is expected to work 1.5 days on each workshop (forming the focus groups, designing assessment tools, implementation of workshop, and drafting technical report), making the total number of working days for the three workshops 4.5 days.
- **Location:** Ramallah.
- **Expected duration:** The expert is expected to hold the three workshops from August 2024 until May 2025.
- **Application:** Interested candidates should submit the following:
- Financial offer which must be submitted in ILS per day (including tax).
  - Technical offer that includes proposed M&E methodology, preferably Reflecting on Change (ROC) methodology.
  - Curriculum vitae in English language.
- **Evaluation Criteria:**
- 30% Financial offer.
  - Technical offer: 10% Master's degree, 20% Experience in M&E and in working with NGOs, 10% Experience in Reflecting on Change Methodology, 20% proposed M&E methodology, 10% Experience in writing technical reports in English language and developing assessment tools.

Kindly submit application documents in a sealed envelope in person to REFORM no later than Sunday **August 25, 2024**. Shortlisted candidates who meet the qualifications will be invited for an interview at REFORM office in Ramallah if requested.



المؤسسة الفلسطينية للتمكين والتنمية المحلية  
The Palestinian Association for Empowerment and Local Development

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