

Date: 02.09.2024

Dear Sir or Madam,

Greetings from REFORM Association

Subject: Request for Quotation- Simulation Facilitator**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. 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.

We would like to ask for your quotation regarding a simulation facilitator, please submit your offer latest by **Monday, 09.09.2024, before 15:00 pm.**

Symposia Project:

This training comes as part of the "Symposia II" project implemented by REFORM and funded by Diakonia and Swedish International Development Cooperation Agency (Sida). The project serves as a vehicle against the shrinking of civic spaces, particularly amidst the environment of violence escalation. It aims to foster youth and women engagement and bridge the gaps between national leadership and potential local youth leaders. The project also seeks to catalyse women and youths' involvement in decision-making processes. The project aims to strengthen the participation of women and youth in decision-making processes through a dialogue platform that amplifies their perceptions, aspirations, and legitimate demands, thereby ensuring their active involvement in public life. Through platforms, knowledge dissemination, essential tools, and networking opportunities, women will be empowered as agents of transformative change leaders.

Needed Background:

- Master's degree in social science, humanitarian studies, political science, public policy or relevant studies.
- 5 years of experience in facilitating simulation and dialogue sessions
- At least 3 years' experience in policy analysis
- Deep knowledge of the contexts of shaping the Palestinian political system.

- Deep knowledge of the international system and law regulating relations between states.
- Deep knowledge of the nature of global and regional alliances and their impact on the Palestinian issue.
- Deep knowledge of the tasks of the UN Security Council and the impact of its decisions on the paths of the Palestinian issue.
- Ability to run 4 sessions (2 simulation sessions and 2 training sessions)
- Communication skills
- Deep knowledge of the Palestinian policy context
- Knowledge of the Palestinian National Charter and the Palestinian Declaration of Independence.
- The ability to conduct pre- and post-evaluation of participants.
- The ability to prepare a four days training program for 6 hours each day.
- Communication with the project team.

Purpose

- Develop and structure the overall program for the four-day event, including two training days and two simulation days.
- Sessions management to help organize and run four simulation sessions, ensuring proper time allocation.
- Aim to define the Palestinian issue at the international level and involve political parties within the organization.
- Motivate participants to actively engage in training and simulations and foster their political involvement.
- Assess and provide feedback on participants' performance and submit reports
- Promote teamwork and encourage cooperation among participants and provide guidance as needed.
- Resolve issues and address and solve any problems or changes during simulations with practical solutions.
- Recommend guests and participants to enhance the simulation process in coordination with the project team.
- Conflict management and to handle conflicts and differing opinions constructively to maintain a positive environment.
- Provide comprehensive reports on session outcomes and offer recommendations for enhancing future decision-making and understanding.
- Handle any significant problems or changes during the simulations with strategic solutions and adjustments.
- Collaborate with the co-facilitator to ensure smooth execution of the sessions and address any issues that arise.
- Conduct and oversee training sessions for 25 participants, ensuring effective delivery of simulation skills.

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

Submission Criteria:

- ✚ Individuals who meet the needed background and are interested in implementing the training. Kindly see the below mentioned requirements for applying.

 1. Technical offer (**70%**) must include:

Criteria	Scale
Training plan and program	15%
Resume should include Master Degree. (Resumes with a personal picture will not be considered)	5%
At least 3 years' experience in coaching and facilitating trainings.	10%
At least 3 years' experience in problem solving.	15%
Good knowledge about Palestinian and societal issues.	15%
Deep knowledge of the contexts of shaping the Palestinian political system and deep knowledge of the international system and law regulating relations between states.	10%

2. Price offer should be drafted in English and submitted in **ILS** per day (8 hours). All taxes must be included in the final price. **30%**

- Financial and technical offers must be submitted in English, signed/or stamped and **must be in separate sealed envelopes delivered by hand** to the following address:

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

- ✚ Registration in the organization's electronic procurement system through the link: REFORM (www.econnect.ps)

Those wishing to participate in the preparation of the plan and who meet the above-mentioned conditions should submit their financial and technical offers in a sealed envelope to the address of the Palestinian Association for Empowerment and Local Development REFORM-, located in Ramallah, Al-Masyoun, Al-Tirawi Building, second floor no later than Monday 09.09.2024 until 03:00 in the afternoon, taking into account the following:

Notes:

- REFORM is not obliged to choose the lowest price.
- Individuals can submit a valid deduction on source certificate or else 10% the total payment will be deducted as income tax.

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

Thank you for your kind cooperation,

Sincerely yours,

Procurement Unit

