

Date: 13.11.2024

Dear Sir or Madam,
Greetings from REFORM Association

Subject: Request for Quotation

Expert in Training Manual

REFORM is planning to contract with an expert to write one training manual for 10 working days. Interested candidates are required to submit their financial and technical offer no later than **Monday, 18.11.2024**.

Provision of Life-saving Assistance in Gaza through EORE

This activity comes as part of the “Provision of Life-saving Assistance in Gaza through EORE” project, implemented by The Palestinian Association for Empowerment and Local Development—REFORM, in partnership with the Danish Refugee Council, and funded by the Ministry of Foreign Affairs of Denmark (Danida). The project seeks to provide immediate and comprehensive support to Palestinians affected by conflict, enhance resilience through tailored activities, and empower them with essential skills to navigate dangerous situations effectively. This includes increased awareness among girls, boys, women, and men about the risks associated with explosive ordnances and safe behaviours around EO-contaminated areas.

Needed Background:

- Master's degree in a relevant field (e.g., Humanitarian studies, sociology).
- Minimum 5 years of experience in preparing trainings materials and manuals.
- Deep knowledge and experience in Conflict Preparedness and Protection-CPP/ Explosive Ordnance Risk Education-EORE.
- A deep understanding of the Palestinian context, particularly in Gaza, and insight into the psychological and social impacts of the ongoing struggles, and the issue of EO and UEO.
- Familiarity with international humanitarian standards for EORE, and the standards frameworks and tools commonly used in conflict preparedness and EORE.
- Based in the middle area of the Gaza strip.

Duties must include but not limited to the below mentioned specifications:

- Create a comprehensive, clear, and engaging training manual, includes illustrations, data, and visuals tailored to the realities of Gaza. Also, ensuring they are user-friendly and effective in delivering safety information related to explosive ordnance risks for beneficiaries.
- Create training materials that are accessible, easy to understand, and culturally appropriate for a wide range of audiences, including children, adults, and older people and considers age differences, educational levels, and cultural considerations.

- Adapting international guidelines to align with the local context in Gaza.
- Develop a set of materials (posters, brochures) with implementation instructions.
- Submit a work methodology.
- After creating the manual there should be a submitting an evaluation plan to measure trainees' understanding of the content.

Submission Criteria:

Individuals who meet the needed background and are interested in accomplishing the manuals. kindly submit the following requirements by e-mail:

procurement.reform.1@gmail.com no later than **Monday, 18.11.2024**.

The technical offer should include:

- Resume in English that reflects the needed background in general and specially the professional work experience (**Resumes with a personal picture or any distinctive sign will not be considered**).

Price offer should be drafted in English and submitted in ILS. All taxes must be included in the final price.

Technical and financial offer should be signed, stamped, scanned and sent to the following email address: procurement.reform.1@gmail.com

Notes:

- Individuals are only accepted.
- **Payments will be made upon deliverables.**
- **REFORM is not obliged to accept offers with the lowest price.**
- Individuals can submit a valid deduction on source certificate or else 5% the total payment will be deducted as income tax.
- REFORM has the right to cancel the tender at any time.
- *We will be evaluating each company based on the following weights:*

Specifications	Score
Technical Offer (Resume must reflect the following):	70%
Master's degree in a relevant field (e.g., Humanitarian studies, sociology).	10%
Minimum 5 years' Experience in writing manuals.	20%
Deep knowledge and experience in Conflict Preparedness and Protection-CPP/ Explosive Ordnance Risk Education-EORE.	15%
Submit a work methodology.	25%
Financial Offer	
Price offer in ILS	30%

For more information, please do not hesitate to contact us on: Telefax: 02-2966645 or Email:

mmorarr@reform.ps



Thank you for your cooperation.

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

