

Date: 18.11.2024

Dear Sir or Madam,

Greetings from REFORM Association

**Subject: Request for Quotation- Weekend Solution Facilitator**

**REFORM would like to contract with a Weekend Solution Facilitator for a 3 days workshop no later than 24.11.2024 at 2:00pm.**

**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.

**Needed Background:**

- BA degree in the field of political science, social science or in any related field.
- At least 5 years of experience in facilitation.
- Deep knowledge of the nature of the work of the Palestinian civil society associations especially camps associations.
- Advanced knowledge in the field and reality of NGOs in the Palestinian camps.
- Ability to conduct thorough organizational assessments.
- Familiarity with the challenges and opportunities within the roles of the organizations in the Palestinian camps.

**Specific required tasks:**

Facilitate the 3-day weekend solution workshop in Jericho Village Resort in November 28, 29 and 30, 2024

**The tasks of the facilitator are:**

- ❖ Discuss the relationship within the institutions/centers operating in the Palestinian camps to develop a plan and communicate with the popular committees and the Department of Refugee Affairs.
- ❖ The facilitator must establish a document to define the relationship between the institutions operating in the camp and the popular committees, and to govern it based on the principles of coordination, consultation, and participation in preparing strategic (development) plans, the budget, and the distribution of the budget across institutions according to their areas of responsibility and needs in the camp.
- ❖ Form a coordinating body between the heads of the centers and the popular committee, and hold regular meetings. Provide the centers and institutions operating in the camp with information on the annual budget of the popular committees.
- ❖ Prepare a workplan or agenda for the training.
- ❖ Review and analyze the first weekend solution report to base decisions on it.
- ❖ Submit a timesheet and a payment request after the implementation.

**General Terms:****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 must include:

- Work methodology 30%
- Time frame for Action Plan 10%
- Resume should be sent in English with work experience. (Resumes with a personal picture will not be considered) 30%

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 offer must be submitted in English and signed/or stamped in **the offer should be in separate sealed envelopes by** hand to the following address:

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

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

Those wishing to participate in the preparation of the plan and who meet the above conditions should submit their financial and technical offers in the 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 Sunday 24.11.2024 until 02:00 in the afternoon, considering the following:

**Notes:**

- REFORM is not obliged to choose the lowest price.
- Individuals are only accepted.
- Individuals can submit a valid deduction on source certificate or else 10% the total payment will be deducted as income tax.
- REFORM may cancel this tender at any time.
- We will be evaluating each applicant based on the following weights:

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

Thank you for your kind cooperation,

Sincerely yours,

**Procurement Coordinator**

**Mona Morrar**

