

**Date: 22.12.2024****Request for Quotation****ROC Expert****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.

**Youth Led Action Project**

The YLA project aims to create a new perspective for young men and women in Palestinian camps by providing them with critical thinking tools and the ability to solve problems. This is done in order to learn how to lead change in their environment and increase their participation in decision-making through the project activities. Multiple channels and bridges are created that form platforms for young men and women to raise the level of social and political participation.

Interested Candidates shall submit their offers **latest by Sunday, 29.12.2024, 02:00 PM.**

**Specifications:**

1. Holds an MA in management, strategic planning, or any other related field.
2. A minimum of 8 years of experience in project evaluation.
3. Ability to conduct qualitative research (interviews, focus groups) and analyze quantitative data.
4. Experience in writing comprehensive evaluation reports.
5. Proficiency in qualitative and quantitative research methods.
6. Strong analytical and report writing skills.
7. Knowledge of the local context and community engagement practices (preferred).
8. Ability to work independently and adhere to strict deadlines.
9. Must have an experience in M&E tools.
10. Must possess excellent proficiency in the English language, including strong writing skills, as the role involves preparing reports in English.

**Scope of work:**

1. Evaluate the overall impact of the Youth Led Action project, assessing its objectives, activities, outcomes, and engagement with participants.

2. Review all project-related documents, including progress reports, financial documents, monitoring and evaluation reports, activity reports, and any other relevant materials from the last period of the Youth Led Action project.
3. Conduct in-depth interviews with key project stakeholders, including project coordinators, participants, and community leaders for at least 8- 10 individuals.
4. Organize and facilitate 2 focus groups with different sets of project participants (e.g., youth leaders, community members, and volunteers).
5. Ensure that the focus groups are structured to gather input on project activities, outcomes, and suggestions for improvement.
6. Analyze project data, including participant engagement statistics, feedback surveys, and any quantitative data collected during the project.
7. Assess the effectiveness of project delivery based on this data, identifying trends and areas for improvement.
8. Produce a comprehensive evaluation report summarizing the findings from interviews, focus groups, document reviews, and data analysis.
9. Provide evidence-based recommendations for project improvement and future planning.
10. The report should include key findings, challenges encountered, and lessons learned, with specific attention to the impact of the project on the target population.
11. The report must be submitted by January 31, 2024.
12. Attached is the brochure for the project.

**Offers must include the following:**

1. Price offer should be **per hour** submitted in **ILS including income tax, excluding vat**.
2. Both companies and individuals may apply.
3. Valid deduction at source certificate شهادة خصم مصدر سارية المفعول
4. Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.
5. The technical and financial offer should be given in **separated files** with resumes without photo.
6. Passing grade 40% from the technical offer in order to open the financial offer.

**Notes:**

- **The Applicants must register on our procurement system E-connect using this link: REFORM (econnect.ps), and attached copy of the registration form with the offer.**
- **Offer should be separate Technical and Financial files, signed and stamped in a sealed envelope and delivered by hand to the following address:**

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

- **Evaluation criteria:**

Submitted offer will be evaluated as follows:

<b>Criteria</b>	<b>Weight</b>
<b>Technical Offer</b>	<b>70%</b>
Master's degree in management, strategic planning, or any other related field.	10%
At least 8 years of experience in project evaluation.	15%
Experience In undertaking/supervising evaluations, reviews and needs' assessment in previous posts.	15%
Experience in analysing quantitative and qualitative data.	15%
Detailed methodology, plan, and timeframe	15%
<b>Financial Offer which includes a financial breakdown table</b>	<b>30%</b>
<b>Total</b>	<b>100%</b>

For more information, please do not hesitate to contact us on the following contact details:

Telefax: 02-2966645, Email: [mmorror@reform.ps](mailto:mmorror@reform.ps)

**Thank you for your kind cooperation,**

**Sincerely yours,**

**Procurement Unit**