

Addendum to RFP document Time extension for the deadline of submission

Date	16/08/2025
Amendment No.	1/ 27 - QADER - 2025
RFP No.	27 - QADER - 2025
RFP Name	Technical Support for QADER's MEAL Staff

Dear Prospective offeror,

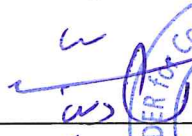
Reference to the above-mentioned RFP, kindly note that the deadline for submission has been extended until 14:00 PM, Saturday August 23rd, 2025. As the number of offers received are not enough to proceed with the procurement procedures.

Your proposal comprising technical proposal and financial proposal, should reach one of the following addresses in a sealed envelope:

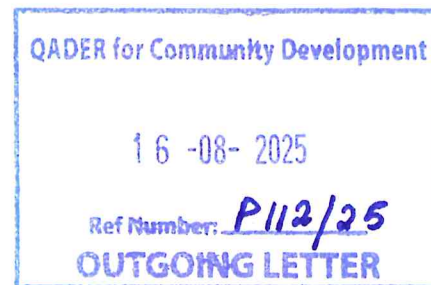
- **Beit Jala Office:** Al Salam Park Street, Beit Jala Public Library Building, Tel: 274 9767
- **Hebron Office:** Ras Al Jora, Hreizat Building, 8th floor, Tel: 222 5290

If you request additional information, we will endeavor to provide it expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your offer.

Best Regards,



Nadine Shomali
Procurement Officer



Request for Proposals

RFP Name	Technical Support for QADER's MEAL Staff
RFP No.	27 – QADER – 2025
Date	07/08/2025

Dear Sir/Madam,

You are kindly requested to submit a proposal in response to this RFP for all the required tasks as detailed in the enclosed Terms of Reference – TOR (Annex – IV)

To enable you to submit your proposal, kindly find enclosed the following:

- i. Instructions to Offerors _____ (Annex I)
- ii. General Conditions of the Contract _____ (Annex II)
- iii. Financial Proposal Forms _____ (Annex III)
- iv. Terms of Reference (TOR) _____ (Annex IV)
- v. Proposal Submission form _____ (Annex V)

Your proposal comprising technical proposal and financial proposal, should reach one of the following addresses in a **sealed envelope** no later than **14:00 PM, 16th of August 2025**.

- **Beit Jala Office:** Al Salam Park Street, Beit Jala Public Library Building, Tel: 274 9767
- **Hebron Office:** Ras Al Jora, Hreizat Building, 8th floor, Tel: 222 5290

And marked with: **RFP Technical Support for QADER's MEAL Staff (27 – QADER – 2025)**

If you request additional information, we will endeavor to provide it expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your offer.

Kind Regards,


Lana Bandak
Director General
QADER for Community Development

Declaration of Intent

Date: _____

Dear Sir/Madam,

Subject: RFP - Technical Support for QADER's MEAL Staff.

I/We, the undersigned, hereby declare my/our intent to participate and submit a proposal in response to this RFP.

Name of Offeror: _____

Address: _____

Mobile Number: _____

Email: _____

Signature: _____

Please submit this declaration to QADER for Community Development at procurement@qader.org prior submitting the proposal.

(Annex I)

Instructions to Offerors

A. Introduction

1. General Background

QADER for Community Development is a Palestinian independent, non-governmental, not-for-profit, and rights-based organization focused on disability and inclusion in Palestine. Established in 2008 and officially registered with the Palestinian Ministry of Interior on July 23, 2008, QADER leads a twin-track approach, dedicated to the empowerment and protection of children, women, and youth with disabilities from marginalization, discrimination, and all forms of disability-based and gender-based violence. QADER is committed to aligning societal, institutional, and policy contexts with the principles of “disability inclusion” and “leave no one behind” in Palestine. Through this alignment, QADER strives to foster active engagement and meaningful participation across diverse facets of life, ensuring full entitlement to rights as mandated by local laws and international human rights conventions and standards. QADER engages in international advocacy efforts through monitoring and documenting human rights violations and international crimes, legal analysis, and reporting, to foster avenues for accountability and protect the rights of persons with disabilities. (www.qader.org).

QADER for Community Development is deeply committed to sustaining and advancing its human resource capacities as part of its organizational development strategy. To this end, QADER systematically implements annual capacity-building plans aimed at enhancing the technical competencies of its staff across various thematic and operational areas. These efforts include mobilizing both internal and external resources to provide targeted capacity development opportunities, covering technical knowledge, practical skills, tools, methodologies, and systems, through direct engagement with specialized consultants, training workshops, and professional development programs offered by partners or specialized service providers.

You are kindly requested to submit a proposal in response to this RFP for carrying out the assignment as detailed in the Terms of Reference.

2. Cost of Offer

The Offeror shall bear all costs associated with the preparation and submission of the offer, QADER will in no case be responsible or liable for those costs, regardless of the conduct of outcome of the solicitation.

B. Solicitation Document

3. Contents of solicitation documents

Proposals must offer services for the total requirements. Proposals offering only part of the requirements will be rejected. The offeror is expected to examine all corresponding instructions, forms, terms, and specifications contained in the solicitation documents. Failure to comply with the documents will be at the offeror's risk and may affect the evaluation of the proposals.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify QADER for Community Development in writing at the organization's mailing address or fax number indicated in the RFP. QADER will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than 3 days prior to the deadline for the submission of Proposals. All prospective Offerors will be notified in writing about QADER's response (including an explanation of the query but without identifying the source of inquiry).

5. Amendments of solicitation document

At any time prior to the deadline for submission of proposals, QADER may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment. All prospective Offerors will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their proposals, QADER may, at its discretion, extend the deadline for the submission of proposals.

C. Preparation of Proposals

6. Language of the Offer

The proposal, the forms and correspondence relating to this RFP exchanged by the Offeror and QADER for Community Development can be written in English or Arabic.

7. Documents comprising the offer.

The proposal shall comprise the following components:

- (a) **The technical proposal** includes the following headings:
 - i. Brief overview of the consultant's understanding of the assignment.
 - ii. Proposed methodology and approach for delivering the required tasks.
 - iii. CV with similar previous assignments, and at least 2 references.
- (b) **Financial Proposal** completed Annex III - page 9.
- (c) **Proposal Submission Form** completed Annex V - page 16

8. Financial Proposal Price and Currency

The Offeror shall indicate on the appropriate Price Schedule the price of services for each that it proposes to perform under the contract.

- All prices must be quoted in ILS and including Tax.
- QADER shall deduct the income tax (10% of total contract price) and transfer it to the income tax department (Ministry of Finance) pursuant to the applicable law for such contracts.

9. Period of validity of proposals

Proposals shall remain valid for (120) days after the date of submission prescribed by QADER, pursuant to the deadline clause. A proposal valid for a shorter period may be rejected by QADER on the grounds that it is non-responsive. In exceptional circumstances, QADER may solicit the Consultant's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Consultant granting the request will not be required nor permitted to modify its proposal.

10. Format and signing of Proposals

The proposal shall be prepared and signed by the offeror, or a person or persons duly authorized to bind the offeror to the contract.

11. Payments

Payments will be made on monthly basis based on the actual number of working hours.

D. Submission of Proposals

12. Deadline for submission

Proposals must be received by QADER for Community Development at one of the following addresses in a **sealed envelope** no later than **14:00 PM, 16th of August 2025**.

Beit Jala Office: Al Salam Park Street, Beit Jala Public Library Building, Tel: 274 9767

– **Hebron Office:** Ras Al Jora, Hreizat Building, 8th floor, Tel: 222 5290

13. Sealing and Marking of proposals

The offeror shall seal the proposal in one outer envelope, as detailed below:

RFP: Technical Support for QADER's MEAL Staff
RFP No.: 27 – QADER – 2025

QADER for Community Development
Beit Jala Public Library Building, Al Salam Park Street, Beit Jala, Palestine
Telefax: 2749767

Submitted by:

Offeror Name: _____

Contact Information: _____

14. Late Proposals

Any proposal received by QADER for Community Development after the deadline for submission, pursuant to clause (12) "Deadline for submission", will be rejected.

15. Modification and withdrawal of Proposals

The Offeror may withdraw its proposal after the proposal's submission, provided that written notice of the withdrawal is received by QADER for Community Development prior to the deadline prescribed for submission of proposals. The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission. No proposals may be modified subsequent to the deadline for submission. No proposal may be withdrawn in the interval between the deadline for submission and the expiration of the period of proposal validity specified by the Offeror on the proposal Submission Form.

E. Opening and Evaluation of Proposals

16. Opening of proposals

QADER for Community Development will open the Proposals on the same date as the deadline for submission.

17. Clarification of proposals.

To assist in the examination, evaluation, and comparison of proposals, QADER may at its discretion, ask the Offeror for clarification of its proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered, or permitted.

18. Preliminary examination

QADER will examine the proposals to determine whether they are complete, whether the documents have been properly signed, and whether the proposals are generally in order.

Prior to the detailed evaluation, QADER will determine the substantial responsiveness of each proposal to the Request for proposals (RFP). For the purposes of these Clauses, a substantially responsive proposal is one which conforms to all the terms and conditions of the RFP without material deviations. QADER's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

A proposal determined as not substantially responsive will be rejected and may not subsequently be made responsive by the Offeror by correction of the nonconformity.

19. Evaluation and comparison of proposals.

The Evaluation will be based upon 70% technical and 30% financial.

F. Award of Contract

20. Award criteria, award of contract.

QADER for Community Development reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror.

Prior to expiration of the period of validity of proposals, QADER will award the contract to the qualified Offeror whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

21. Signing of the contract

Within 3 days of receipt of the contract, the successful Offeror shall sign and date the contract and return it to QADER.

(Annex II)

General Conditions of Contract**1. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of QADER for Community Development.

2. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of QADER for Community Development for all sub-contractors.

3. INFORMATION CONFIDENTIALITY

The consultant guarantees confidentiality by his/her signature and maintains the participants' information for internal use only with QADER, no sharing of any related information and assignment documents for outside parties before, during and after period of assignment.

4. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 4.1. Force majeure, as uses in this article, means act of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of similar nature or force which are beyond the control of the parties.
- 4.2. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the contractor shall give notice as full particulars in writing to QADER, of such occurrence or change if the contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this contract. The contractor shall also notify QADER of any other changes in conditions or the occurrence of any event which interferes with or threatens to interfere with its performance of this contract. The notice shall include steps proposed by the contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this article, QADER shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the contractor of a reasonable extension of time in which to perform its obligations under this contract.
- 4.3. If the contractor is rendered permanently unable, wholly, or in part, by any reason of force majeure to perform its obligations and meet its responsibilities under this contract, QADER shall have the right to suspend or terminate the contract on the same terms and conditions as are provided for in article 6 "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

5. TERMINATION

- 5.1. Either party may terminate the contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party. The initiation of arbitral proceeding in accordance with article 7 "Settlement of Disputes" below shall not be deemed a termination of the contract.
- 5.2. QADER reserves the right to terminate without cause the contract at any time upon fifteen (15) days prior written notice to the contractor, in which QADER shall reimburse the contractor for all reasonable costs incurred by the contractor prior the receipt of the notice of termination.

- 5.3. In the event of any termination by QADER under this article, no payment shall be due from QADER to the contractor except for work and services satisfactorily performed in conformity with the express terms to the contract, the contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and future expenditures.
- 5.4. Should the contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a receiver be appointed on account of the insolvency of the contractor, QADER may, without prejudice to any other right or remedy it may have, terminate the contract forthwith. The contractor shall immediately inform QADER of the occurrence of any of the above events.

6. SETTLEMENT OF DISPUTES

- 6.1. **Amicable Settlement:** the parties shall use their best efforts to settle amicably any disputes, controversy or claim arising out of, or relating to the contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedures as many be agreed between parties.
- 6.2. **Arbitration:** unless, any such dispute, controversy or claim between the parties arising out of or relating to the contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this article sixty (60) days after receipt by one party of the other party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either party to arbitration in accordance to UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

7. Safeguarding Policy

The awarded consultant shall comply with the Safeguarding Policy in effect at QADER for Community Development, which prohibits all forms of exploitation and abuse, including any acts committed by its staff members or affiliated parties against project participants, beneficiaries, or members of the community. The awarded consultant further undertakes to immediately report to QADER any breaches of the Safeguarding Policy or any allegations or concerns related to safeguarding risks arising during the implementation period of this agreement, through any of the following channels:

Focal Person: Carol Mukarker / Programs Development and MEAL Manager
Email: complaints@qader.org
Phone: +970-2-2749767 / Ext. 112

(Annex III)

Financial Proposal

RFP Name	Technical Support for QADER's MEAL Staff
RFP No.	27 – QADER – 2025

Messer's QADER for Community Development

Please find below my financial proposal for carrying out the assignment(s) as per the technical proposal enclosed with this proposal, and in accordance with the conditions of the contract and the TOR.

The Financial proposal includes all costs that are associated with this assignment, including proposed team transportation, communication ...Etc.

Item		Unit	Unit Price (ILS)	Notes
1.	Consultancy Fees for carrying out the assignment as per the ToR	Hour		
Total (NIS) including Tax				

If you have any notes regarding the pricing, please indicate them on the table.

Offeror Name: _____ ID No. _____

Mobile No.: _____ Address: _____

Email: _____

Signature: _____ Date: _____

(Annex IV)

Terms of Reference**Technical Support for QADER's MEAL Staff**

Open for Individual Consultants

1. About QADER

QADER for Community Development is a Palestinian independent, non-governmental, not-for-profit, and rights-based organization focused on disability and inclusion in Palestine. Established in 2008 and officially registered with the Palestinian Ministry of Interior on July 23, 2008, QADER leads a twin-track approach, dedicated to the empowerment and protection of children, women, and youth with disabilities from marginalization, discrimination, and all forms of disability-based and gender-based violence. QADER is committed to aligning societal, institutional, and policy contexts with the principles of "disability inclusion" and "leave no one behind" in Palestine. Through this alignment, QADER strives to foster active engagement and meaningful participation across diverse facets of life, ensuring full entitlement to rights as mandated by local laws and international human rights conventions and standards. QADER engages in international advocacy efforts through monitoring and documenting human rights violations and international crimes, legal analysis, and reporting, to foster avenues for accountability and protect the rights of persons with disabilities. (www.qader.org).

2. About the Assignment/Background and Rationale

QADER for Community Development is deeply committed to sustaining and advancing its human resource capacities as part of its organizational development strategy. To this end, QADER systematically implements annual capacity-building plans aimed at enhancing the technical competencies of its staff across various thematic and operational areas. These efforts include mobilizing both internal and external resources to provide targeted capacity development opportunities, covering technical knowledge, practical skills, tools, methodologies, and systems, through direct engagement with specialized consultants, training workshops, and professional development programs offered by partners or specialized service providers.

QADER views technical capacity development as an essential investment that extends beyond improving internal efficiency and performance. It is a key enabler for improving the quality of interventions, achieving sustainable outcomes for target groups, particularly persons with disabilities, women, children, and youth, and progressing toward the organization's mission, vision, and strategic objectives. These capacity-building efforts are also closely tied to QADER's broader institutional development process, which includes the continuous review and improvement of its systems, policies, procedures, and tools to ensure alignment between organizational capacities and strategic goals.

Within this broader framework, QADER places significant importance on the function of Monitoring, Evaluation, Accountability, and Learning (MEAL), recognizing it as a cornerstone for effective program implementation, quality assurance, and evidence-based decision-making. Since its establishment in 2008, QADER has gradually advanced its MEAL function, primarily at the project level. However, institutionalization of MEAL across the organization, including its integration into strategic planning and management, remains a work in progress.

Several tools and systems have already been developed as part of QADER's efforts to structure and institutionalize MEAL processes. However, multiple constraints continue to limit the full realization of this function within a reasonable timeframe. The MEAL function is currently managed by a single staff member who also bears cross-cutting responsibilities, including program development and resource mobilization. This has limited the capacity to allocate sufficient time and effort toward the development and institutionalization of a comprehensive MEAL system. Furthermore, the lack of a MEAL assistant, coupled with increasing demands from programs and donors, has further strained the existing capacity.

Additionally, the fast-paced evolution of MEAL methodologies and technologies presents another challenge. Keeping pace with the emerging best practices and integrating them into the organization's systems and workflows requires focused technical support, which is currently beyond the capacity of the internal team.

In response to the outlined challenges and in alignment with its annual capacity-building plan, QADER intends to engage external technical expertise in the field of Monitoring, Evaluation, Accountability, and Learning (MEAL). This step reflects the organization's recognition of the need to enhance internal capacities and systems to keep pace with the evolving demands of program quality, accountability, and evidence-based management. Drawing on external support will enable QADER to address current capacity limitations, accelerate the institutionalization of MEAL practices, and ensure the integration of up-to-date methodologies and tools into its organizational framework. This initiative is part of QADER's broader commitment to strengthening its institutional effectiveness and maximizing the impact of its interventions across all program areas.

3. Purpose of the Assignment/Overall Objective

The overall objective of this consultancy is to strengthen QADER's organizational MEAL capacity through targeted technical support, system development, and professional coaching. The assignment aims to institutionalize effective MEAL practices across the organization by enhancing the technical competencies of the Program Development and MEAL Manager, improving MEAL tools and methodologies, and supporting the development and implementation of a coherent, organization-wide MEAL system. This will enable QADER to generate high-quality data, improve learning and accountability mechanisms, and ensure that evidence effectively informs strategic and programmatic decision-making.

4. Specific Objectives

- a. To assess the current status of QADER's MEAL systems, practices, and tools, including the partially developed electronic Management Information System (MIS) and the existing Excel-based documentation systems, data sheets, and plans to identify strengths, gaps, and opportunities for institutionalization and automation.
- b. To strengthen the technical capacity of relevant staff through tailored coaching and on-the-job support, with a focus on organizational MEAL functions, data systems, and the application of advanced tools and methodologies for monitoring, evaluation, accountability, and learning.
- c. To support the development, adaptation, and standardization of MEAL tools, methodologies, and processes in alignment with QADER's strategic objectives and

programmatic interventions, including improving documentation and reporting frameworks.

- d. To provide technical assistance for operationalizing and integrating the electronic Management Information System (MIS) into QADER's MEAL function, ensuring its alignment with existing MEAL processes and enhancing its usability for data collection, storage, analysis, and reporting.
- e. To contribute to embedding MEAL as an organizational function by reinforcing its role in program quality assurance, institutional learning, and evidence-based planning and decision-making.

5. Tasks/Scope of the Assignment

The consultant will be expected to carry out the following tasks in close coordination with QADER's Program Development and MEAL Manager:

- a. Assess QADER's existing MEAL systems, practices, and tools
 - i. Conduct a comprehensive review of MEAL processes, including Excel-based documentation systems, data sheets, plans, and the partially developed Management Information System (MIS).
 - ii. Identify strengths and gaps in current data management, analysis, and reporting mechanisms at both the project and organizational levels.
 - iii. Evaluate the current use (or lack thereof) of data analysis tools and software and assess needs for adoption or upgrading.
- b. Design a technical capacity-building plan focused on data analysis and MEAL systems.
 - i. Develop a tailored support plan to strengthen the competencies of relevant staff in MEAL system and practices, including data collection, data management and analysis, including quantitative and qualitative methods.
- c. Deliver technical coaching and on-the-job training on data analysis tools and software
 - i. Identify appropriate software tools (e.g., Power BI, KoboToolbox, Excel advanced functions, SPSS, or other relevant platforms) suitable for QADER's needs and capacities.
 - ii. Provide guidance on selecting tools that ensure data accuracy, visualization, and usability for program learning and strategic planning.
 - iii. Provide hands-on support and coaching on using advanced Excel functions, data dashboards, and, where feasible, more specialized tools (e.g., Power BI, SPSS, or other open-source software).
 - iv. Facilitate practical exercises for cleaning, analyzing, interpreting, and visualizing MEAL data for use in reports and presentations.
 - v. Build staff skills in developing and maintaining real-time dashboards, visualizations, and summary reports to support program-level and strategic decision-making.

- d. Support the operationalization and integration of the Management Information System (MIS)
 - i. Provide technical input to finalize the MIS structure and ensure alignment with QADER's MEAL framework and strategic priorities.
 - ii. Integrate relevant data fields, indicators, and reporting formats into the MIS, ensuring ease of use and compatibility with other tools.
 - iii. Support the drafting of guidance materials for using the MIS, particularly for data entry, cleaning, analysis, and reporting.
- e. Revise and standardize MEAL tools and templates for data collection, documentation and reporting
 - i. Adapt or develop templates for quantitative and qualitative data collection, analysis, and reporting.
 - ii. Ensure that tools are harmonized across programs and projects and that they support disaggregated data analysis by sex, age, disability, and other relevant variables.
 - iii. Aligning tools with donor reporting requirements and internal learning needs.
- f. Embed data-informed decision-making and organizational learning
 - i. Develop guidance and practical mechanisms to ensure MEAL data is used to inform programmatic adjustments and strategic planning.
 - ii. Support the development of internal learning products (e.g., data summaries, infographics, learning briefs) that facilitate reflection and organizational learning.
 - iii. Encourage the integration of feedback and accountability mechanisms into the data analysis process to improve responsiveness to stakeholders.
- g. Document progress and results of the consultancy
 - i. Prepare periodic and final reports outlining the support provided, capacity development outcomes, tools/software introduced, and recommendations for sustained MEAL system improvement.
 - ii. Submit all deliverables, including training materials, revised tools, MIS inputs, and data analysis templates.

6. Deliverables

- a. Capacity-Building Plan: A tailored technical capacity-building plan focusing on strengthening skills in data management, advanced data analysis tools and software, MEAL systems, and processes.
- b. Coaching and technical support delivered to QADER's relevant staff for the development of QADER's MEAL system, tools, and practices.
- c. Operational Management Information System (MIS) Inputs: Technical advice to support the development and operationalization of the MIS, including data structures, workflows, and user guidelines/manuals for data entry, analysis, and reporting.

- d. Periodic and final consultancy reports summarizing all consultancy activities, key achievements, capacity improvements, lessons learned, challenges faced, and actionable recommendations for sustaining and further developing QADER's organizational MEAL function.

7. Timetable/Level of Effort

The consultancy is expected to be implemented over a period of 12 months, starting from the date of contract signing. The estimated level of effort is 2-4 working days per month

8. QADER's Responsibilities

QADER will oversee the overall coordination and management of the consultancy, ensuring timely communication and provision of all relevant documents and resources. The Programs Development and MEAL Manager will serve as the primary focal point and direct recipient of technical support and coaching along with other relevant staff. QADER will facilitate the consultant's access to internal systems, including existing Excel-based documentation and the partially developed Management Information System (MIS), and ensure availability for scheduled sessions. Additionally, QADER will review and approve all deliverables and ensure alignment of the consultancy with the organization's strategic goals and capacity development priorities.

9. Eligibility Criteria

The consultant must meet the following minimum qualifications and requirements:

1. Educational Background
 - i. University degree in Management, Statistics, Monitoring and Evaluation, or a related field.
2. Relevant Experience
 - i. At least 7 years of proven experience in Monitoring, Evaluation, Accountability, and Learning (MEAL) within the development / humanitarian sector.
 - ii. Demonstrated experience in developing MEAL systems, tools, and frameworks for rights-based and inclusive development programs.
 - iii. Solid experience in coaching and capacity-building for MEAL professionals or teams.
3. Technical Skills
 - i. Proficiency in data analysis and visualization tools and software such as SPSS, Power BI, KoboToolbox, Excel (advanced), and other MEAL-related applications.
 - ii. Familiarity with designing and managing Management Information Systems (MIS) and digital MEAL platforms.
 - iii. Strong understanding of qualitative and quantitative research methods and data quality assurance processes.

4. Contextual Knowledge

- i. Experience working with NGOs or development actors in Palestine or similar contexts, with a sound understanding of socio-political and operational dynamics.
- ii. Knowledge of disability, inclusion, protection, economic empowerment, and social development is an asset.

5. Language and Communication

- i. Strong written and verbal communication skills, with the ability to convey complex ideas clearly and effectively.

6. Availability

- i. Ability to commit to the timeline and deliverables within the consultancy period as outlined in the ToR.
- ii. The consultant must be available to deliver the support in person in Bethlehem, at QADER's headquarters, or virtually, based on prior agreement and as a part of a hybrid approach.

(Annex V)

Proposal Submission Form

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I/we, the undersigned, proposal to conduct **“Technical Support for QADER’s MEAL Staff”** for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal. We undertake, if our Proposal is accepted, to commence and complete all implementation of projects specified in the contract within the time frame stipulated. We agree to abide by this Proposal for a specified period from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day / /

Signature