

## TERMS OF REFERENCE

### Request for technical training on Small- Scale Projects Management Trainers/ companies.

<b>Date of issue:</b>	May 10 <sup>th</sup> , 2026
<b>Contract title:</b>	Request for Small-Scale Projects Management Trainers - Supporting Income-Generating Activities for Displaced Women in Gaza – 2026
<b>Contract type:</b>	Time-Based Contract
<b>Project title:</b>	Supporting Income-Generating Activities for Displaced Women in Gaza – 2026
<b>Closing date:</b>	Thursday, May 14 <sup>th</sup> , 2026, at 3:00 pm (local time of the Palestinian Territory)
<b>Contracting Authority:</b>	<p>Women's Affairs Center- Gaza مركز شؤون المرأة- غزة Contact person: Ahmed Abotoha شخص الاتصال: احمد أبو توهة Tel: +972599158885 WhatsApp: +972599158885 E-mail : <a href="mailto:procurement@wac.ps">procurement@wac.ps</a></p>

#### **1. Background About Women's Affairs Center (WAC):**

Women's Affairs Center (WAC) is a women's knowledge-based center playing an innovative and catalytic role in empowering women and advocating women's rights and gender equality in the Palestinian sustainable development process. Its mission reflects that it is an independent and non-profit Palestinian NGO to empowers women and advocates for women's rights and gender equality through capacity development, information, and innovative research and advocacy programs. While implementing its strategy to fulfill its vision, WAC is guided by international human rights principles including empowerment and participation; equality and non-discrimination; and accountability to ensure justice and dignity for women.

#### **2. Purpose:**

WAC is implementing the (Supporting Income-Generating Activities for Displaced Women in Gaza – 2026) project. In order to promote women's economic empowerment by supporting women in managing their existing small businesses in the food production and sewing fields. This project will target 50 displaced women who own existing small businesses in Khan Younis, Deir Al Balah, the Middle area, and Gaza City. These businesses include food production, sewing, and other ventures that address the needs of women during emergencies.

#### **3. Scope of Work:**

(WAC) is looking contract with a company to deliver customized training programs to address the specific needs of 50 Entrepreneur women and the sectors they are involved in. The training content must be relevant to the current economic and social context of Gaza.

#### **4. Key Responsibilities:**

##### **4.1 Needs Assessment:**

- Conduct a thorough needs assessment to identify the training requirements of the 50 women participants.
- Engage with the women to understand their current business challenges and areas for improvement and development.

##### **4.2 Curriculum Development:**

- Develop a comprehensive training curriculum tailored to the needs identified in the assessment phase.
- Ensure the curriculum covers the key training topics listed below and any additional relevant subjects.

##### **4.3 Training Delivery:**

- Organize and conduct 50 hours technical training for the participants.
- Utilize interactive and practical training methods to enhance learning and retention.
- Provide training materials and resources to support the participants' learning.

##### **4.4 Monitoring and Evaluation:**

- Develop a system to monitor the progress of the participants throughout the training.
- Conduct evaluations to assess the effectiveness of the training programs and make necessary adjustments.

#### **5. Key Training Topics:**

**5.1 Business & Financial Management:** Topics include budgeting, financial literacy, access to funding, and income tracking.

**5.2 Marketing & Sales:** Idea Generation, market research, understanding consumer needs, competitive positioning, and the customer management system.

**5.3 Pricing & Negotiation Skills:** Cost analysis, pricing strategies, break-even points, and supplier/customer negotiations—crucial for business sustainability in Gaza's fragile economy.

**5.4 Business Resilience & Risk Management:** Risk assessment in fragile contexts, business continuity planning, managing supply chain disruptions, and diversification of products and income streams.

**5.5 Practical Exercises:** Role-playing and real-life simulations to apply skills in negotiation, pricing, marketing and decision-making.

**6. Expected Deliverables:**

- 6.1 Developed business plan:** 50 business plans must be written and developed in addition to bill of quantities of raw materials and Equipment for each woman.
- 6.2 Comprehensive training curriculum and training material: the material must be related to the training topics mentioned in the previous paragraph No. 5.**
- 6.3 Monitoring and evaluation reports.**
- 6.4 Final report:** comprehensive final report in English, including but not limited to an executive summary, needs assessment, methodology, implemented activities, results, lessons learned, success stories, risks analysis and recommendations for the intervention at the near and long-term developmental level. Validation of the submitted report from the Project Coordinator is a must.

**7. Qualifications and Experience:**

- Proven experience in designing and delivering training programs, particularly in entrepreneurial and business management contexts.
- Experience working with women and vulnerable populations in conflict or post-conflict settings.
- Strong understanding of the socio-economic context of Gaza.
- Excellent communication and facilitation skills.

**8. Timing:**

- A total of 50 training hours should be delivered over a period of two months if needed. The 50 hours will be conducted for 50 entrepreneur women owners of already existing businesses (**2 groups \ 25 hours for each**). The training will be delivered simultaneously for the two groups — one in **Gaza City and the other in Deir Al-Balah** – during May and June 2026.
- The work timeline may be altered by the WAC project team at its discretion. A high level of commitment is required to meet the agreed timeframe, and any proposed changes must be discussed, justified, and approved by WAC.

**9. Evaluation Criteria:**

- a. Relevant Experience, scientific background and Proposed Methodology of carrying the assignment/ Technical Offer 70%.
- b. Financial offer 30%.

**9.1 Technical Evaluation**

#	Criteria	Mark
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1.	Experience in Small- Scale Projects Management, <b>at least 5 years.</b>	<b>15</b>
2.	Experience with NGOs, especially working with women's organizations, and in fragile contexts — with a minimum of five years	<b>15</b>
3.	Trainers CVs and experience.	<b>20</b>
4.	Quality of the technical proposed for the training include (action plan, training matrix, the time line and pre-post questioner, Training Methodology and Materials).	<b>40</b>
5.	Required documents (training Methodology, business plans template and etc.)	<b>10</b>
<b>Total</b>		<b>100</b>

## 9.2 Financial Evaluation

#	Service	Unit	Quantity	Price/ Unit (\$)	Total Price (\$)
1	Providing 50 hours in Small- Scale Projects Management training.	Hour	50		
<b>Total Amount</b>					

**Award criteria:** WAC will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

## 10. Application Process:

Interested applicants should hand over technical and financial offers, as below:

- The company shall submit a **technical offer** including but not limited: (Brief Bio highlighting areas of professional experience, training materials, **Training Matrix** detailing (the training days, each day's primary topic, related subtopics, and the practical exercises associated with each topic must all be outlined in the matrix training along with a connection to the anticipated goals time and results. Furthermore, all training sessions incorporate the last topic NO. 5.5 (Practical Exercises) from paragraph 5 to demonstrate its applicability), **training approach and methodology, action plan and timeframe** with clear details concerning how the component to be executed).
- **Financial offer** shall be submitted only in USD currency. (Use the enclosed template!)

Closing date for receiving offers is on Thursday, May 14th, 2026, **at 15:00 PM** (local time of the Palestinian Territory). **Offers must be submitted by email** [procurement@wac.ps](mailto:procurement@wac.ps).

***Only shortlisted candidates will be reached out.***

## 11. General Instructions:

- **Validity:** Proposals shall remain valid and open for acceptance for **60** days after the closing date.
- **Negotiations:** WAC reserves the right to contact the candidates having submitted proposals determined to be substantially and technically responsive, to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.  
Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract to reduce the proposed remuneration when the proposed remunerations exceed the available budget.
- **Signature and entry into force of the Contract:** Prior to the expiration of the period of the validity of the proposal, WAC will inform the successful Candidate in writing that its proposal has been accepted.

Within **5** days of receipt of the Contract, not yet signed by WAC, the successful candidate must sign and date the Contract and return it to WAC. On signing the Contract, the successful Candidate will become the Contractor and the Contract will enter into force once signed by WAC.

If the successful Candidate fails to sign and return the Contract within the days stipulated, WAC may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on WAC.

In the event of an unjustified delay that materially affects the training cycle within a period not exceeding 21 days, WAC reserves the right to take appropriate action, including contract termination if necessary.

- **Cancellation for convenience:** WAC may for its own convenience and without charge or liability cancel the procedure at any stage.

CANDIDATE INFORMATION/ Company	
Name	
Address	
Mobile Number	
E-mail Address	
Date of/ Birth- foundation	
Organization Name (if applicable)	



Current Job Title (if applicable)	
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The proposal is valid for a period of **60** days after the closing date.

After having read the **Request for Small- Scale Projects Management Trainer/companies**, and after having examined the Request for Proposal, I hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in my financial proposal.

Further, I hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts.
- Certify that I do not support terrorist or terrorism activities, and do not condone the use of terrorism.
- Provided that a contract is issued by the WAC I hereby commit to perform all services described in the Terms of Reference within the time frame.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

**Full Name:**

**Date Signed:**

**Signature:** .....