

TAAWON FOR CONFLICT RESOLUTION

Terms of Reference (ToR)

Recruitment of a Specialized Trainer in Conflict Analysis and Policy Paper Development and Drafting

Introduction

Taawon for Conflict Resolution is an independent, non-profit Palestinian national organization established in 2002. It works in partnership with civil society and official Palestinian institutions to reduce the negative effects of conflicts and to promote social justice, civil peace, human rights, tolerance, and community participation, in addition to strengthening mechanisms for managing, resolving, and transforming conflicts through peaceful means.

Within the framework of the “Dialogue Within Labor Unions” project, implemented by Taawon for Conflict Resolution in partnership with the Olof Palme International Center, Taawon for Conflict Resolution seeks to contract a trainer specialized in conflict analysis and policy paper development and drafting, to deliver a specialized training program in the city of Ramallah over three training days, totaling 24 training hours.

Eligibility

This opportunity is open to:

- Individual trainers/consultants applying in their personal capacity; and
- Registered training companies, institutions, or specialized firms applying as legal entities.

Both categories will be evaluated using the same criteria set out in this ToR. Companies must submit proof of registration; individual trainers must submit a valid ID or equivalent proof of eligibility to work in the relevant jurisdiction.

II. Objective of the Training Assignment

The training assignment aims to develop participants' knowledge and practical skills in conflict analysis and policy paper development, and to enable them to move from general discussion of labor and union issues and problems toward structured, evidence-based analysis that leads to the drafting of policy papers containing realistic alternatives and practical, applicable recommendations.

More specifically, the training seeks to enable participants to:

1. Understand the concept of conflict, its causes, dynamics, and different levels.
2. Use practical tools for conflict analysis.
3. Analyze conflicts related to the labor sector and labor unions.
4. Identify the parties, interests, needs, and factors influencing the conflict.

5. Understand the concept of policy papers, their function, and their importance in influencing policies and practices.
6. Distinguish between a policy paper and academic research, reports, and studies.
7. Identify and clearly formulate the policy problem.
8. Identify gaps in policies, legislation, and practices related to labor and union issues.
9. Collect, analyze, and evaluate evidence and data relevant to the policy paper's topic.
10. Identify stakeholders, decision-makers, and the target audience.
11. Develop realistic policy alternatives and options.
12. Formulate clear, specific, and actionable recommendations.
13. Prepare the basic structure of the policy paper and professionally draft its key elements.

Tasks and Responsibilities

1. Prepare and submit the training plan and session outline, including the learning objectives (knowledge, skills, and attitudes), expected outcomes, and implementation methodology, in addition to the training material, presentations, case studies, practical exercises, and proposed training tools, and share them with Taawon for Conflict Resolution in advance (at least five working days) to obtain approval prior to delivering the training.
2. Use interactive training methods including case studies, simulation exercises, group work, presentations, and practical applications relevant to the training topic.
3. Prepare pre- and post-training assessment tools consistent with the training objectives and outcomes, and submit them to Taawon for Conflict Resolution for prior approval before use. The trainer shall also be responsible for administering both assessments and providing the organization with electronic copies of the tools used, along with their results and analysis, ensuring the organization's full access to the assessment data for follow-up, documentation, and measuring training impact.
4. Follow up with the trainees after the completion of the workshop to ensure the preparation and submission of seven policy papers. The trainer shall provide the necessary guidance throughout the preparation process, review the papers prior to final submission, and ensure that they align with the training program's objectives and expected outcomes.

Qualifications

1. Specialized practical experience in public policy or conflict resolution, or any related field, of no less than 5 years.
2. A minimum of a bachelor's degree in law, political science, public policy, peace and conflict resolution studies, or any related field.
3. Ability to optimally apply training practices and active learning skills (group work, presentations, effective discussion, case studies).
4. Ability to engage effectively with the target group.

5. Strong communication and discussion facilitation skills.
6. Good experience in preparing training reports.

Duration of the Consultancy Service

The training assignment will take place over 3 training days during the second week of September 2026, with the specific training days to be agreed upon at a later stage.

Payment Terms

Payments will be made in US Dollars (USD) by bank transfer or cheque, subject to any applicable withholding tax under Palestinian law, as follows:

- 100% of the payment will be made in a single installment upon full completion and approval of all deliverables, including the final training report.

Deliverables

Delivery of a three-day training program (24 training hours) for 20 participants.

The trainer shall submit a final report including a summary of the topics covered during the training, a general description of the training process and the participating target group, the results and analysis of the pre- and post-training assessments, in addition to photographs documenting the three training days.

Technical Proposal

Please provide us with a technical proposal that includes and clarifies:

1. A CV (for individual trainers) or company profile with team CVs (for firms), outlining relevant experience related to the training assignment.
2. An overview of the proposed training methodology and materials.
3. A comprehensive technical proposal.
4. A separate financial proposal.

Financial Proposal

Please provide pricing and submit the financial proposal separately from the technical proposal according to the following table:

Item	Unit	Quantity	Unit Price (USD)	Total Price (USD)
Training in dialogue skills and session facilitation	Day	3		
Total Price (USD), inclusive of income tax				

Important Notes

- Companies applying as legal entities may submit a single, all-inclusive day-rate, as per the table above, covering the training venue (hall), hospitality/catering, and the training delivery itself. The financial proposal table structure above can be modified or expanded
- Please send your price proposals (technical and financial) no later than 31 August 2026 via email to (taawon@taawon4youth.org), in accordance with the following conditions:
 - The proposal must be addressed to Taawon for Conflict Resolution, and prices must be in US Dollars and inclusive of income tax.
 - Please write the email subject line as follows: “Request to Contract a Trainer Specialized in Conflict Analysis and Policy Paper Development and Drafting.”

We thank you for your kind cooperation.