

طلب إبداء الاهتمام – تدريب في الجوانب القانونية للمشاريع الصغيرة

تلقى مركز أبحاث الأراضي منحة ضمن مشروع "التعافي الاجتماعي وخلق فرص العمل" الممولة من البنك الدولي بإشراف وزارة المالية والتخطيط وتنفيذ مركز تطوير المؤسسات الأهلية الفلسطينية، بغرض تنفيذ مشروع سند الذي يهدف إلى تمكين النساء والأشخاص ذوي الإعاقة من خلال التدريب والتأهيل ودعم إنشاء مشاريع ريادية صغيرة، بما يعزز خلق فرص العمل ويدعم التعافي الاقتصادي للمجتمعات المحلية.

ويرغب مركز أبحاث الأراضي في التعاقد مع مدرب/ة مؤهل/ة وذو/ذات خبرة في تدريب أصحاب المشاريع الصغيرة على الجوانب القانونية وإجراءات تسجيل الأعمال، وذلك بواقع 6 ساعات تدريبية تُقدّم في أربع محافظات هي: (الخليل، بيت لحم ، أريحا، ونابلس). ويغطي التدريب عدداً من المحاور التي تركز بشكل أساسي على تسجيل المشاريع الصغيرة والالتزامات القانونية المرتبطة بها.

لمزيد من التفاصيل حول طبيعة المهمة المطلوبة، يُرجى الإطلاع على الشروط المرجعية المرفقة. وفي هذا السياق، يدعو مركز أبحاث الأراضي المدربين/المدربات المهتمين/المهتمات إلى التقدم بطلب إبداء اهتمام لهذه المهمة، من خلال إرسال سيرة ذاتية تُبرز وصفاً لمهام مشابهة سبق تنفيذها، إلى جانب الخبرة السابقة في المجال ذاته. للاستفسار وطلب مزيد من المعلومات، يُرجى التواصل على العنوان أدناه، خلال الفترة من الساعة 8:00 صباحاً وحتى 4:00 مساءً.

يُرجى إرسال طلب إبداء الاهتمام مرفقاً بالسيرة الذاتية إلى البريد الإلكتروني أدناه، على أن يكون آخر موعد لاستلام الطلبات نهاية دوام يوم الأحد الموافق 9- آب-2026.

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لمزيد من التفاصيل، يُرجى الاطلاع على الشروط المرجعية أدناه.

Terms of Reference

Legal and business registration

1. Background

Land Research Center (LRC) is implementing the Sanad Project under a grant received as part of the World Bank-funded "Social Recovery and Job Creation" Project, supervised by the Ministry of Finance and Planning and implemented by the NGO Development Center. Sanad seeks to empower women and persons with disabilities through training, capacity building, and support for establishing small entrepreneurial projects, in ways that help create jobs and support the economic recovery of local communities.

Most prospective beneficiaries bring solid technical or production skills to their proposed projects in fields such as : agriculture, food processing, handicrafts, or small trade , but few have had any real exposure to the legal and administrative side of running a business: how to register it, what licenses may be needed, or what basic obligations come with formalizing an enterprise. Left unaddressed, this gap can leave grant-funded projects operating informally, exposed to legal or administrative penalties, or unable to work with formal suppliers, buyers, and financial institutions. This training is intended to address that gap and help ensure Sanad-funded projects are established on solid legal footing.

2. Objectives of the Assignment

Overall Objective: to build beneficiaries' basic understanding of the legal and administrative steps required to formally establish and operate a small business, so that Sanad-funded projects are set up correctly from the start.

Specific Objectives

By the end of the training, participants will be able to:

1. Understand the different legal forms available to small and micro enterprises and identify which one fits their own project.
2. Walk through the practical steps and documentation required to officially register a business.
3. Recognize the basic licensing requirements relevant to their sector (e.g., agriculture, food processing, handicrafts, trade).
4. Understand the basics of tax registration and the record-keeping obligations that come with it.
5. Draft or review simple contracts and agreements (e.g., with suppliers or customers) to protect their interests.
6. Recognize common legal risks facing small projects and practical ways to reduce them.
7. Know where to turn for further legal or administrative support once the project is underway.

3. Scope of Services

The trainer will be responsible for:

1. Preparing a detailed training agenda and supporting materials tailored to participants' needs, and submitting these for LRC's approval before delivery.

2. Delivering 6 training hours in each of six groups across four governorates: Hebron (2 groups), Bethlehem (2 groups), Jericho (1 group), and Nablus (1 group).
3. Using participatory, interactive training methods suited to a mixed-experience audience.
4. Conducting pre- and post-training assessments to measure participants' learning.
5. Submitting a final report covering the training activities delivered, outcomes achieved, challenges encountered, and recommendations going forward.

4. Training Modules

Each 6-hour session will cover:

1. Introduction to the legal side of running a small business.
2. Choosing the right legal structure for your project.
3. Business registration: steps, documents, and where to go.
4. Licensing and other sector-specific legal requirements.
5. Tax obligations and basic compliance record-keeping.
6. Simple contracts, agreements, and where to find further legal support.

5. Deliverables and Timeline

Deliverable	Description	Due Date
Training plan and materials	Detailed agenda and training materials, approved before implementation	Before training
Training delivery	6 training hours delivered to each of six groups across the four governorates, including pre/post assessments	As agreed with LRC
Final report	Covering attendance sheets, assessment results, photos, and recommendations	Within three working days of completing the final training session

6. Duration of the Assignment

The assignment will run according to the schedule agreed with LRC, covering preparation, delivery, and reporting.

7. Reporting and Supervision

The trainer will report to and work under the supervision of the designated LRC project team. All deliverables are subject to LRC's review and approval prior to final payment.

7. Qualifications and Experience

1. Bachelor's degree in Law, Business Administration, or another relevant field.
2. At least three (3) years of experience delivering training on legal compliance, business registration, or related regulatory topics.
3. Demonstrated experience training entrepreneurs, cooperatives, or community-based groups.
4. Strong facilitation and interactive training skills.
5. Working knowledge of business registration, licensing, and tax procedures in the local context.

9. Payment Schedule

The contract is a lump-sum contract. The full amount will be paid as a single payment upon completion of the assignment and submission and approval of all required documents, as follows:

Payment	Condition	Percentage
Single payment	Upon completion of the assignment and submission and approval of all required documents (training plan and materials, attendance sheets, pre/post assessment results, photos, and final report)	100%

Payment will be made against an original official invoice, in line with the project's approved procurement and financial procedures (including withholding tax at source where applicable).

10. Submission and Contact

Interested candidates are invited to submit:

- ✓ A Letter of Interest.
- ✓ An updated CV highlighting relevant experience and similar assignments