

Terms of References (EuropeAid/174783/DD/ACT/JO)

Date of Announcement: 29/11/2023

This ToR is published under **EuropeAid/174783/DD/ACT/JO** Green Innovation Projects as part of the EU support to Green Economy in Response to the Syrian crisis in Jordan 2021 - 2024)

EDAMA Association launches a call for **Composting - Technical Expert** under Green Links project.

A. Brief About the Project.

Project Key Information

Project Number: EuropeAid/174783/DD/ACT/JO

Title of lot: Green Innovation Projects as part of the EU support to Green Economy in Response to the Syrian crisis in Jordan 2021 - 2024

Title of the action: Green Links Project

Partners: lead partner Business Development Center, EDAMA and CAN

Project Duration: 24 Months

The overarching goal of this project is to foster sustainable resource management through green innovation in Azraq Camp and Zarqa, Jordan. Our focus is on creating an integrated approach to the energy-water-food nexus by employing circular economy strategies, technology-driven solutions, and community involvement. We aim to build a resilient, self-sustaining ecosystem that optimizes resource use, reduces waste, and generates employment opportunities, all while safeguarding the environment.

B. Brief About EDAMA

EDAMA in Arabic means "sustainability". EDAMA Association is a Jordanian NGO established in 2009. As a Business Association, we are here to cultivate an environment where innovative solutions for energy and water independence and environmental conservation emerge. Advancing Jordan's movement towards a green economy is an ambitious and priority goal. To be achieved, we need robust knowledge hubs, multi-stakeholder dialogue avenues, and private sector mobilization. EDAMA's niche is in providing a platform agile and inclusive enough to involve a large number of public, private and NGO sector representatives. These key players together discuss and shape the future development of the Energy, Water, and Environment (EWE) sectors in Jordan.

C. Requested Tasks and services.

- The **technical expert** is expected to start as soon as possible, and complete the following tasks within the 24 -month project timeline:

No.	Tasks	Description	Proposed submission date	Deliverables
1	Rapid assessment on Azraq's green systems, infrastructure, and supply chain.	Conduct an Assessment Report on the Green Systems Overview, Infrastructure Analysis, Supply Chain Evaluation including a detailed analysis of food waste quantity, Case Studies, and recommendations to identify and select the most suitable locations for the pilot plants and information on potential locations for biowaste separation and collection. This involves conducting on-site visits for a thorough analysis of the camp's layout, environmental considerations, and logistical feasibility.	21.Feb.2024	<ol style="list-style-type: none"> Detailed Assessment Report List of recommended sites at least 5 potential locations with selection criteria aligned with the main objective of the project. Documentation of findings from on-site visits. Implementation Roadmap
2	Provide technical assistance for Composting technologies training.	Development of a specialized training curriculum on composting techniques that is suitable for Azraq refugee camp and Zarqa conditions based on task 1 findings and aligned with the project objectives.	28.Feb.2024 16.May.2024	<ol style="list-style-type: none"> Develop and Structure curriculum and training material for accredited composting training that include detailed outline trainer and trainee manual and handouts (full package). Support the evaluation committee during the on-demand trainees selection.
3	Help design the plant, set machinery and equipment detailed specifications for the two selected composting pilot plants in Azraq refugee camp.	Provide technical assistant by drafting designs for two plants to facilitate the composting process and support sustainable practices and support on specifying the composting equipment specification, assisting in the procurement process as well as participating in the tender's evaluation committee.	15.Aug.2024	<ol style="list-style-type: none"> Creation of a detailed design for two composting plants. Prepare specifications for equipment's and machineries.

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4	Set up of two composting pilot plant in Azraq refugee camp with the proper technique based on the assessment “installing two systems”.	Successful installation and operation of composting plants in both specified locations.	19.Dec.2024	<ol style="list-style-type: none"> 1. Report on activities. 2. Two Fully functional composting plants.
5	Develop and supervise the implementation of separation, collection and the composting process of the biowaste in Azraq refugee camp. and provide technical assistance on composting technologies and transport.	Development of a program for the separation and collection of biowaste from households within Al-Azraq Refugee Camp. This involves conducting site visits, undertaking a feasibility study, preparing a financial plan, and conducting regular follow-ups on sites and compost quality to ensure alignment with Jordanian Standards and regulations. offer on-site technical assistance to initiatives focusing on composting system by utilizing the pre-installed composting system as practical training sites.	Feb.2025 to Jun.2025	<ol style="list-style-type: none"> 1. Feasibility study with a well-prepared financial plan for the selected composting techniques 2. Regular follow-ups of the two composting sites ensuring high-quality compost production. 3. Assistance and support in composting issues. 4. Report.
6	Report on Tasks progress	Providing updates on project status, including an interim report, strategic plan with all the data collected during the project	End of each task.	<ol style="list-style-type: none"> 1. Full progress report

- Please note that each payment to be paid upon receiving the progress report on each task
- Additional personnel support may be required for efficient follow-up as necessary.

D. ToR Timeline

Milestone	Date	Time (Jordan's time)
Release of ToR	29.Nov.2023	14:00
Deadline for questions	30.Nov.2023	14:00
Release of answers to questions	03.Dec.2023	14:00
Extended Deadline for offers	24.Dec.2023	14:00

E. Eligibility Requirements:

Tenderers must meet at least the following eligibility requirements:

E.1. Education and Experience

- Tenderer is preferably to have a MSc the area of Environmental or water management or any other relevant field. BSc in Water or Environmental management or any other relevant field is a must. The Tenderer must provide all academic certificates with this technical offer.
- Tenderer may compile a team if that necessary.
- Tenderers must have at least 7 years of relevant technical experience in the field
- Tenderers must have solid Experience and knowledge in Composting technologies or water and environmental management. This experience must be highlighted in the submitted CV
- The Tenderer may be an individual or a company.

E.2. Bidding:

The bid shall be comprised of three parts which should take into consideration the parameters outlined above:

- Technical Offer
- Curriculum vitae / company profile
- Financial Offer.

F. Offer Submission (according to EU Procurement guidelines)

- The bidder should submit two closed, sealed, and signed envelopes:
 - The first envelope contains all information regarding the technical offer which will be labelled as "The Technical Offer" clearly typed on it.
 - The Second envelope contains the financial offer and will be labelled as "The Financial Offer" clearly typed on it.
 - Each Label on both envelopes should have the following information:
 - Name of the Focal Point in EDAMA*
 - Name and address of the tenderer*
 - Title of the tender*
 - Reference Number*

- The Technical Offer must not contain any hint to the financial offer. Otherwise, the Tenderer will be directly disqualified.
- Each tenderer is allowed to submit only one offer (technical and financial offer).
- Offers must be delivered to EDAMA's physical address below by hand:
1st floor, 8- Yousef El Sukkar Street
Or by Email at: info@edama.jo

G. Evaluation Accepted Criteria.

Offers will be evaluated based on the following:

Technical Offer	80%
Methodology (quantitative & qualitative)	35%
Action plan (Breakdown activities & Timeline)	25%
Past Experience, similar Projects	20%
Financial offer (Total mandates/ Daily rate)	20%
Total	100%

H. Contract Mechanism

EDAMA anticipates awarding a fixed-price purchase to the tenderer whose quote will be evaluated based on offering the best value for best quality. The payment schedule will be based upon deliverables to be determined during the award stage.

I. Administrative Issues

1. Consultant will be expected to arrange and pay for their own travel to the project locations.
2. Consultant expected to use their own computer and communication equipment.
3. No contract may commence unless the contract is signed by both EDAMA and the consultant.
4. No meeting, publications should take place without an authorized consent from the contracting authority.
5. Consultant will commit to all policies govern EDAMA, CAN, BDC and UNCHR.
6. Additional details of rules, regulations and conditions will be attached to the contract.

J. Disclaimers:

- a. Prior to the submission deadline, EDAMA reserves the right to:
 - Modify, delete, or add any term in this ToR.
 - Extend the ToR deadline.
- b. EDAMA may reject any or all offers received after the submission deadline.
- c. At any time prior to the execution of the Contract with the successful Tenderer, EDAMA reserves the right to the following:
 - Request clarifications from Tenderers to their Offers
 - Negotiate with multiple Tenderers on the terms of their Offers.
 - Terminate this ToR upon its perspective without declaring and without any legal consequences, and the Tenderers have no right to object.
- d. The Tenderer has no right to object to the technical and financial evaluation criteria.
- e. EDAMA reserves the right to issue award based on initial evaluation of offers without further discussion.
- f. EDAMA may choose to award only part of the activities in the solicitation, or issue multiple awards based on solicitation activities.
- g. EDAMA reverse the right to waive minor offer deficiencies that can be corrected prior to award determination to promote competition.
- h. Final price shall be clear and in JOD