

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 extended a call for **Photo Voltic Cleaning and Housekeeping Training Center** under Green Links project in AlZarqa

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 training is expected to start as soon as possible, and the center shall follow tasks within 3-months of project timeline:

No.	Tasks	Proposed submission date	Deliverables
1	Prepare and print exclusive green links project training material to cover the needed period to get the accredited certificates (minimum 60 days) for photovoltaic systems cleaning and site housekeeping	11.Jun.2024	Develop and Structure curriculum and training material for accredited PV cleaning and housekeeping training that include detailed outline for trainer and trainee manual and handouts (printing full package).
2	Training workshop on PV housekeeping <i>*Two days will be allocated during the workshop for a Training session on Entrepreneurship.</i>	Jun.2024 to Sep.2024	<ul style="list-style-type: none"> Start the training for 20 trainees. List of Equipment's and stationery to be provided to trainees (safety Kit for 20 trainees) A round trip from assembly point to the training center, workshop location or PV site
3	Final report	10.Sep.2024	<ul style="list-style-type: none"> Full progress report All supported documents (<i>venue rental, attendance sheet, receipts, invoices... etc.</i>)

- 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 Extended ToR	15.May.2024	11:00
Deadline for questions	18.May.2024	23:59
Release of answers to questions	19.May.2024	16:00
Extended Deadline for offers	28.May.2024	23:59

E. Eligibility Requirements:

Tenders must meet at least the following eligibility requirements:

E.1. Education and Experience

- Centres must be a private or public entity, not individuals.
- The center or entity applying shall have trainers with qualifications in photovoltaic systems cleaning and housekeeping training and at least 3 years of experience in the field.
- Tenderers should be qualified and have permission to provide trainees with practical certification, such as a "CAQA certificate."
- The center or entity should be equipped with all supporting equipment related to PV system training.

E.2. Bidding:

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

1. Technical Offer
2. Curriculum vitae (for each trainer)
3. Center or Entity profile (Past experience)
4. 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 – PV Housekeeping Training” clearly typed on it.
 - The Second envelope contains the financial offer and will be labelled as “The Financial Offer – PV Housekeeping Training” 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%
Action plan (Timeline)	35%
Trainers CV’s	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. Trainers will be expected to arrange and pay for their own travel to the project locations.
2. Trainers expected to use their own computer and communication equipment.
3. No contract may commence unless the contract is signed by both EDAMA and the center.
4. No meeting, publications should take place without an authorized consent from the contracting authority (EDAMA)
5. Center 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