

This ToR is relevant to agreement number (81312965) for project processing number (21.2273.7-006.00) – **Capacity Building and Institutionalization of the National Sector Skills Council for Water & Energy (WE SKILL)** by the EDAMA association

## **A. Brief About the Project:**

### **Project Key Information**

**Project Number:** GIZ/21.2273.7-006.00

**Title of lot:** Support to Jordan Educational Institutions in Offering Labor Market Oriented Vocational Training

**Title of the action:** Capacity Building of the National Sector Council for Water & Energy (WE SKILL)

**Partners:** GIZ, EDAMA, The National Sector Skills Councils for Water & Energy (NSSC - WE SKILL), The Ministry of Labor, and The Technical Vocational Skills Development Commission (TVSDC)

**Project Duration:** 12 Months (1.12.2024 - 30.11.2025) (expected extension to 31/1/2026)

**Donor:** Deutsche Gesellschaft für Internationale Zusammenarbeit

This project aims to establish a sustainable operational framework for WE SKILL Secretariat within EDAMA, ensuring effective operations and long-term success. Its focus is on empowering WE SKILL to fulfil its mandate by institutionalizing its functions, building internal capacities, and promoting its role in Jordan's TVET sector.

### **Key activities include:**

- Setting up the WE SKILL Secretariat under EDAMA
- Hiring domain-specific advisors
- Developing marketing, sectoral, and fundraising strategies
- Conducting awareness-raising activities for both EDAMA's team and WESKILL members
- **Build the capacities of EDAMA' team of the Secretariat and WE SKILL's members to enable them to fulfil their duties according to best practices.**
- Purchasing the required procurements

preparing EDAMA to host the WE SKILL Secretariat, securing advisory support for marketing, sectoral strategies, and fundraising, and **strengthening the skills of both EDAMA's team and WE SKILL members through capacity-building initiatives.**

The project aligns with Jordan's National TVET Strategy (2023-2027) and aims to bolster TVET governance, sectoral coordination, and private sector engagement.

## **B. Brief About "EDAMA" & "We Skill":**

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 achieve this, 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 many 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.

At WE Skill We align training with labor-market demand, engage public- and private-sector partners, and expand inclusive access, equipping Jordan's talent to power a greener, more resilient economy.

**Our Tasks & Responsibilities:**

- Participate in setting general policy for skills development.
- Determine labor market requirements and training needs.
- Define standards for TVET programs.
- Evaluate TVET programs and establish tests.
- Develop plans for vocational and technical training.
- Conduct studies and research.
- Cooperate with TVSDC and stakeholders.
- Follow-up and evaluate policies and programs.

### C. Adhering to Sustainable Development Goals (SDGs):

Once fully operational, WE SKILL will contribute to the realization of the following Sustainable Development Goals (SDGs): -

- ❖ **Quality Education (SDG4):** Driving quality TVET in the fields of water and energy is the primary goal of WE SKILL.
- ❖ **Gender Equality (SDG5):** WE SKILL will aim at and ensure that all E-TVET programs and projects involve women on equal footing with men.
- ❖ **Clean Water & Sanitation (SDG6):** WE SKILL will be heavily involved in training the Water Authority of Jordan and Water Companies to help them maintain the highest standards for clear water and safe management and disposal of wastewater.
- ❖ **Affordable & Clean Energy (SDG7):** As solar energy becomes an affordable and clean energy source, WE SKILL will focus its training activities on this field.
- ❖ **Decent Work & Economic Growth (SDG8):** WE SKILL will promote the importance of decent work for all, contributing to sustainable economic growth.
- ❖ **Climate Action (SDG13):** WE SKILL is very conscious about the contribution of its activities towards Climate Action, especially in its planned projects in solar and renewable energy.

### D. Objective of the call for proposal

We are seeking a qualified provider to deliver a focused PMP training program aimed at enhancing participants' competencies in project planning, execution, and leadership. The course should integrate practical tools with strategic insights, foster collaboration, and encourage knowledge exchange among professionals.

Importantly, the training must reflect the **latest updates to the PMP certification framework**, ensuring alignment with current PMI standards and best practices.

### E. Target Group

The capacity-building services will target members of the WE Skill Council and EDAMA Team, who hold strategic and operational positions within their organizations. The training will be designed to strengthen their competencies in governance, strategic planning, and sector-driven innovation.

## F. Location

The training will take place in Jordan, (in-house workshops). EDAMA will manage and cover the logistical aspects.

## G. Requirements and qualifications of the Trainer:

### Qualifications and skills:

1. Certified PMP trainer with proven experience in designing and delivering professional project management training programs across various sectors.
2. Strong understanding of project management principles and methodologies, including planning, execution, monitoring, and stakeholder engagement.
3. Experience working with diverse audiences, including professionals from public, private, and non-profit sectors.
4. Ability to deliver training in both Arabic and English, with flexibility to adapt content to different organizational contexts and participant levels.
5. Excellent communication, facilitation, and coaching skills, with a track record of engaging participants and achieving learning outcomes.

## H. Bidding:

Required Documents: Your application should include the following attachments:

- **Company Presentation:** A brief overview of your company, highlighting your relevant experience in delivering training programs.
- **Trainer CVs:** Detailed curricula vitae (CVs) of the trainers who will be involved in the delivery of the program, including their qualifications, and relevant experience.

### Technical and Financial Offers:

- **Technical Offer:** A detailed description of your proposed training approach. This should include your proposed schedule, training modules and any additional services
- **Financial Offer:** A clear breakdown of the costs associated with the program, including fees for trainers, materials, and any other expenses. Please ensure that your financial proposal aligns with the scope of work outlined in the Terms of Reference.

## I. Deliverables

Deliverable	Description
1. Detailed Training Plan and Schedule	A comprehensive training plan outlining the objectives, modules, content, and learning outcomes.
2. Training Materials and Resources	High-quality training materials for each module, ensuring content is practical, engaging, and aligned with the learning objectives.
3. Deliver the training	Deliver the training to the beneficiary
4. Final Report on the Training Program	A comprehensive final report summarizing the training program, including Key outcomes achieved, focusing on the

	program's impact on the empowerment and capacity-building of WE Skill Council.
--	--

Note that we would like to commence with the training between October 2025 and November 2025.

#### J. Evaluation Accepted Criteria:

Offers will be evaluated based on the following:

<b>Technical Offer</b>	<b>80%</b>
Relevance of the technical proposal	35%
Qualification and Experience of Key Experts/Trainers	25%
Schedule of the Training Dates	20%
<b>Financial offer</b>	<b>20%</b>
<b>Total</b>	<b>100%</b>

#### K. ToR Timeline:

<b>Milestone</b>	<b>Date</b>	<b>Time (Jordan's time)</b>
<b>Release of ToR</b>	17.Sept.2025	14:00
<b>Deadline for questions</b>	25.Sept.2025	14:00
<b>Release of answers to questions</b>	29.Sept.2025	14:00
<b>Deadline for offers</b>	2.Oct.2025	14:00

#### L. Administrative Issues:

1. Consultants will be expected to arrange and pay for their own travel to the project locations.
2. Consultants 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 authorized consent from the contracting authority.
5. Consultant will commit to all policies govern EDAMA, GIZ, and We Skill.
6. Additional details of rules, regulations and conditions will be attached to the contract.

#### M. 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