

Request for Quotations -External Service Communication and Community of Practice Expert

(A_T_2.4_0393_MEDWISE)

MEDWISE

This Request for Quotation is published under A_T_2.4_0393_MEDWISE Mediterranean Waste Innovations for Sustainable Environments “MedWise” project as part of the EU support to Promoting the transition to a circular and resource efficient economy.

EDAMA Association launches a call for Communication and Community of Practice Expert under MedWise project.

Issuing Organization	EDAMA Association, Jordan
Project Reference	A_T_2.4_0393_MEDWISE
Methodology	Participatory approach combining Community of Practice (CoP) roadmap development, stakeholder engagement, multi-stakeholder collaboration, targeted communication material development, and knowledge exchange.
Publication Reference	A_T_2.4_0393_MEDWISE –2
Date of Issue	11-10-2026
Submission Deadline	10-11-2026

Key Information about the MEDWISE Project

Project Number	A_T_2.4_0393_MEDWISE
Title	Mediterranean Waste Innovations for Sustainable Environments (MEDWISE)
Programme	Interreg NEXT MED - EU
Project Duration	36 Months – Started 15.7.2025
Partners	- University of Catania (Italy) — Lead Partner - EDAMA Association (Jordan) - Universitat de Vic – Universitat Central de Catalunya (Spain) - ENEA — Italian National Agency for New Technologies, Energy and Sustainable Economic Development (Italy) - American University of Beirut (Lebanon) - Muğla Sıtkı Koçman University (Türkiye) - Leaders International Organization (Palestine)

Project Overview:

The Mediterranean grapples with waste management issues, with most municipal waste ending up in landfills untreated. Organic waste, a major component and a valuable source of energy and nutrients, is often contaminated, rendering it inadequate for use. Although a circular economy is needed to address this, the region faces inconsistent variations in legislative, technical, and funding gaps that hinder the implementation of circular strategies.

In response to this context, the MEDWISE project aims to accelerate the transition to a circular, resource-efficient economy within the region through proven-efficient solutions. The project will optimize organic resource management through two main strategies: enhancing cross-border testing of innovative, resource-efficient technologies and increasing transnational knowledge sharing through a triple helix approach. Specifically, 3 types of innovations (industrial symbiosis, AI-powered sorting at the source, and decentralized composting) will be mapped and piloted, enhancing parallels between northern and southern contexts. The project relies on organizations from Italy, Spain, Turkey, Palestine, Lebanon, and Jordan.

About EDAMA

EDAMA, which in Arabic means “sustainability”, is a Jordanian NGO established in 2009. As a business association, EDAMA cultivates an environment in which 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. Achieving it requires robust knowledge hubs, multi-stakeholder dialogue avenues, and private-sector mobilization.

EDAMA’s niche is providing a platform agile and inclusive enough to engage many public, private, and NGO sector representatives. Together, these key players discuss and shape the future development of the Energy, Water, and Environment (EWE) sectors in Jordan.

Objective

The Communication and Community of Practice Expert will support EDAMA in implementing its assigned MEDWISE communication, promotion, awareness, stakeholder engagement, Community of Practice, and event-related activities.

The assignment will be implemented based on a Promotion, Communication, and Awareness Plan to be prepared by the Expert and approved by EDAMA at the beginning of the assignment. Subsequent activities and outputs will be implemented in accordance with the approved plan and may be adjusted based on project needs and performance.

Scope of Work and Approach

Required Tasks and Deliverables

The selected Expert will be expected to carry out the following tasks and provide the corresponding deliverables:

#	Task	Description	Deliverables
2	Awareness campaigns	Support the implementation of various MEDWISE awareness-raising campaigns targeting the project's key target groups. Campaigns targeting the project's key target groups, including youth and women, and encouraging their active participation	A number of (online and offline) Awareness-raising campaigns implemented targeting MEDWISE's key target groups. EDAMA expects to conduct four awareness campaigns during the assignment period.
3	Event coordination	Support communication and visibility during MEDWISE dissemination events, stakeholder meetings, and conferences. support event promotion and media visibility support	EDAMA will organize at least four roundtable stakeholder dialogues.
4	Stakeholder outreach	Support stakeholder outreach by assisting EDAMA in identifying and engaging relevant stakeholders for the MEDWISE Project	Provide a stakeholder outreach list and engagement support for MEDWISE meetings and events.
5	Communication material development	Support in strengthening MEDWISE's visibility through clear, consistent, and accessible communication and sustainable, branded materials that highlight the project's objectives, activities, and key messages. And a	Visibility and branding compliance support, including the design and production of brochures, presentations, and promotional giveaways in accordance with specifications agreed upon with the EDAMA team, as well as the production of a one video showcasing Jordan's waste management initiatives and best practices, and the development of audiovisual materials. (All necessary video production and camera equipment will be provided by our team)
6	Social media content	Support EDAMA in creating media and digital communication content in line with the programme's marketing and branding guidelines, including the correct use of hashtags, writing style, and references to the project and programme names as specified in the guidelines to be provided.	Regular Social media content management. We will produce at least four communication and media content items per month (one post each week)
7	Supporting Community of Practice progress	Support the progress and engagement of the MEDWISE Community of Practice (CoP) through effective communication and stakeholder engagement activities.	Improved engagement and implementation of the MEDWISE Community of Practice. EDAMA will organize two CoP meetings during the Assignment.

** The Expert will develop a practical 12-month Promotion, Communication and Awareness Plan with EDAMA's support that covers the remaining period of the project and schedules all the mandatory tasks above in a coherent, manageable and chronological sequence. EDAMA will review and approve the plan, which will serve as the basis for implementing and monitoring the Expert's later deliverables.

provide a practical guideline to ensure continued and effective engagement until end of the project.

Qualifications Required

1. Bachelor's degree in Communications, Marketing, Journalism, Public Relations, Media, or a related field.
2. Minimum of **8 years of relevant professional experience** in communication, visibility, public awareness, and stakeholder engagement projects.
3. Relevant experience in waste management and/or circular economy projects is highly preferred
4. Proven experience in managing communication activities for donor-funded or international development projects.
5. Experience in designing and implementing innovative awareness-raising activities.
6. Experience working in more than one of the target countries is considered an advantage.
7. Experience with EU-funded programmes and visibility requirements is highly preferred.
8. Strong experience in:
9. Excellent writing, editing, and storytelling skills in English; Arabic is an asset.
10. Experience in coordinating with multiple stakeholders and international partners.
11. Ability to work independently and meet tight deadlines.
12. The tenderer may be an **individual consultant or a registered company**. In the case of a company, a valid registration certificate must be provided.
13. **Teams** are permitted. In such cases, CVs of all proposed team members must be submitted, accompanied by a clear delineation of roles and responsibilities.

Bid Components

The bid shall comprise three parts:

1. Technical Offer (methodology, work plan, understanding of the assignment)
2. Curriculum Vitae, with evidence of similar past work
3. Financial Offer (Daily rate and number of working days)

Offer Submission

Offers must be submitted in two closed, sealed, and signed envelopes in accordance with EU procurement guidelines:

- **Envelope 1** — Technical Offer: labelled clearly as "The Technical Offer". It must contain no reference to the financial offer whatsoever; failure to comply will result in immediate disqualification.
- **Envelope 2** — Financial Offer: labelled clearly as "The Financial Offer".
 - a) The final financial offer shall be clearly stated in JOD and shall be reasonable, competitive, and aligned with prevailing market rates.
 - b) The financial offer should be based on the scope of work, expected level of effort, duration of the assignment, and deliverables outlined in this [R](#). Bidders are expected to submit a reasonable and competitive offer that is proportionate to the services and outputs required.

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The award criteria are as follows:

Offers will be evaluated based on the following:

Technical Offer	80%
Methodology and understanding of the assignment	30%
Action Plan and 12-month implementation timeline	30%
Relevant experience and similar assignments	20%
Financial offer (Total mandates/ Daily rate)	20%
Total	100%

The successful and unsuccessful tenderers will be notified of the outcome of the evaluation.

Each envelope must clearly indicate:

- ✓ Name and address of the call
- ✓ Title of the call
- ✓ Reference number (A_T_2.4_0393_MEDWISE- 2)

Contract Mechanism

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

Administrative Arrangements

1. The Expert shall arrange and pay for their own travel to project locations unless otherwise agreed in the contract.
2. The consultant shall use their own computer and communication equipment.
3. No contract shall commence before the contract is signed by both EDAMA and the consultant.
4. No external communication, publication, or public representation on behalf of MEDWISE/EDAMA shall take place without the required authorization.
5. All communication materials shall be subject to review and approval by EDAMA and, where applicable, the MEDWISE partnership or Programme requirements.
6. The consultant shall comply with applicable EDAMA policies and project requirements.
7. Additional rules, regulations, and contractual conditions may be attached to the final contract.
Payment will be made quarterly, subject to the satisfactory completion and approval of the agreed deliverables. No advance or down payment will be provided.

Disclaimers:

- Prior to the submission deadline, EDAMA reserves the right to:
- Modify, delete, or add any term in this RFQ.
- Extend the RFQ deadline.
- EDAMA may reject any or all offers received after the submission deadline.
- 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 on their Offers

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- Negotiate with multiple Tenderers on the terms of their Offers.
- Terminate this RFQ at its perspective without notice and without any legal consequences.
- The Tenderer has no right to object to the technical and financial evaluation criteria.
- EDAMA reserves the right to issue an award based on initial evaluation of offers without further discussion.
- EDAMA may choose to award only part of the activities in the solicitation, or issue multiple awards based on solicitation activities.
- EDAMA reserves the right to waive minor offer deficiencies that can be corrected before award determination to promote competition.

Offers may be delivered to EDAMA's physical address or by email:

Physical Address: 1st Floor, 8 Yousef El Sukkar Street, Amman, Jordan

Email: info@edama.jo

Each tenderer is allowed to submit only one offer (technical and financial). Multiple submissions will not be accepted. The tenderer must also submit all template documents attached to the ToR.

ToR Timeline

Milestone	Date	Time (Jordan)
Release of ToR	11.10.2026	12:00 AM
Deadline for Questions from Providers	1.11.2026	12:00 AM
Deadline for Offer Submission	10.11.2026	12:00 AM

— End of Terms of Reference —