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MEDWISE



EDAMA
Energy, Water & Environment

TERMS OF REFERENCE

Stakeholders Zoning Expert

A_T_2.4_0393_3

00059 – MEDWISE – (A_T_2.4_0393)

This Terms of Reference is published under **A_T_2.4_0393_MEDWISE – Mediterranean Waste Innovations for Sustainable Environments Project**, co-funded by the European Union through the Interreg NEXT MED Programme, as part of the EU support to promoting the transition to a circular and resource-efficient economy.

EDAMA Association launches a call for an **Expert for the Mapping and Assessment of Waste Management and Circular Economy Policies** under the MEDWISE project

Issuing Organisation	EDAMA Association, Jordan
Project Reference	00059 – MEDWISE – (A_T_2.4_0393)
Activity	A.3.2.2: Zoning of Actors and Stakeholders in the Supply Chain
Methodology	Participatory approach that combines waste supply-chain scoping, stakeholder identification and mapping, outreach and engagement, and roles and contributions mapping to support the Industrial Symbiosis network in Irbid Governorate.
Publication Reference	A_T_2.4_0393_3
Date of Issue	28 October 2026
Submission Deadline	27 November 2026 at 2 PM (Jordan time)

A. About the MEDWISE Project

Project Key Information

Project Number	00059 – MEDWISE – (A_T_2.4_0393)
Title	Mediterranean Waste Innovations for Sustainable Environments
Programme	Interreg NEXT MED
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 faces significant waste management challenges, with most municipal waste ending up in landfills. Organic waste, a valuable resource for energy and nutrients, is often contaminated and unusable. The MEDWISE project aims to accelerate the transition to a circular, resource-efficient economy by sharing proven solutions. The project will focus on innovative waste management technologies, cross-border testing, and increasing knowledge sharing across countries. Through piloting solutions like AI-powered sorting, decentralized composting, and industrial symbiosis, the project will boost capacity, raise awareness, and support policy integration for a more sustainable future. One solution will be implemented as a pilot at municipal level in Masias de Roda (Spain) and Bikfaya (Lebanon) and at the household level in the remaining countries.

B. 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 lies in providing a platform agile and inclusive enough to involve a large number of 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.

C. Scope and Context of the Assignment

Objectives

The consultant will support EDAMA in implementing the stakeholder zoning activity for the MEDWISE Industrial Symbiosis (IS) pilot in Jordan. Using EDAMA’s stakeholder databases, including the MEDWISE IS stakeholder database, the consultant will identify, classify and map the actors of the organic waste supply chain within the target area, and help confirm their willingness to join the IS network, resulting in a list of potential stakeholders that may join the IS network. The classification will identify stakeholder category, functional zone and geographical location, and level of influence and interest.

The assignment shall be carried out in accordance with the timeline and requirements of Activity A.3.2.2, “Zoning of Actors and Stakeholders in the Supply Chain,” under Work Package 3. The resulting stakeholder inventory, contact list, contribution matrix and map will feed the implementation of industrial symbiosis meetings under Work Package 4 of the MEDWISE project.

Scope

The consultant will support EDAMA in carrying out the stakeholder identification, assessment and prioritization activities for the IS network mainly in Irbid Governorate (and some stakeholders in Amman). The consultant's support will cover the following activities.

1. Stakeholder Identification

- Support EDAMA in reviewing and building on its **stakeholder databases** to identify and validate relevant actors in the organic waste supply chain in Irbid Governorate and some stakeholders in Amman.
- The **source** value chains of the MEDWISE framework include Agro-industry, HORECA, and Municipal sources.
- Support EDAMA in **identifying actors** under the following categories: organic waste producers, technology and treatment providers, users of recovered resources, transport and logistics operators, sectoral associations, and other relevant stakeholders, including scientific communities, national and local decision makers, certification bodies, environmental NGOs and media.
- Support EDAMA in **grouping** the identified stakeholders into clusters based on shared characteristics and role in the supply chain.
- Assist EDAMA in identifying stakeholders **geographical/cluster Zones**: Urban, rural, Industrial clusters, and Agricultural zones (utilize maps/GIS tools where needed).

2. Stakeholders Classification

The consultant will assist EDAMA by classifying every actor in the inventory along **three dimensions** and mapped accordingly:

A. Category:

All actors shall be classified using the MEDWISE stakeholder categories mentioned in *Table 1*, which includes organic waste producers, technology and treatment providers, users of recovered resources, transport and logistics operators, and sectoral associations and business networks.

Table 1. MEDWISE stakeholders' categories

Code	Category	Actors included
OWP	Organic waste producers	Agro-industries, food-processing companies, HORECA operators, municipalities and other actors generating organic residues in the zone.
TTP	Technology and treatment providers	Companies and organisations offering composting, anaerobic digestion, bioconversion, separation and pre-treatment technologies, or other dedicated treatments.
URR	Users of recovered resources	Farmers, agricultural cooperatives, plant nurseries, animal feed producers, and chemical, pharmaceutical and cosmetic industries that may use recovered organic products.
TLO	Transport and logistics operators	Waste collection companies, logistics providers and municipal services that move organic residues and recovered materials.
SA	Sectoral associations and business networks	Organisations representing agro-food industries, HORECA operators, waste management companies and other relevant sectors.
Other	Other stakeholders	Scientific communities (universities, research centres), national and local decision makers, European policy actors, certification bodies, environmental NGOs, media, citizens and consumers.

B. Influence:

- Defined as the stakeholder's ability to **affect** MEDWISE outcomes.
- Ranked from very low to very high.

C. Interest:

- Defined as the stakeholder's **motivation** to engage with MEDWISE.
- Ranked from very low to very high.
- The consultant will support EDAMA in communicating with and reaching out to potential stakeholders to assess their availability and willingness to participate in the IS meeting and related activities that will be implemented in Amman.

3. Stakeholders Prioritization

The consultant will support EDAMA in positioning each stakeholder on an interest-influence matrix, which determines its level of engagement, to identify:

- Key actors (high influence / high interest): closest engagement; the level is collaboration.
- Strategic actors (high influence / low interest): influential but harder to involve consistently; the level is consultation.

- Supportive actors (low influence / high interest): often hard-to-reach groups with strong interest; the level is involvement.
- Peripheral actors (low influence / low interest): kept informed for transparency; the level is information.

4. Stakeholders Selection

Selecting potential stakeholders

- ✓ Priority goes to the categories rated Collaborate (OWP, TTP, URR, SA), with transport operators included to cover the logistics function.
- ✓ Decision makers and other strategic actors may be included where their role (for example permitting or regulation of waste activities) is important for the network.
- ✓ Reserve actors shall be drawn from the same categories so that any withdrawal can be replaced without unbalancing the list. The rationale for each selection shall be documented.

D. Requested Tasks, Services and Deliverables

The assignment shall be completed within an estimated timeline of 1 month, which may be adjusted based on the actual progress and requirements of the work. The proposed pricing must be aligned with prevailing market rates in Jordan and comply with Interreg NEXT MED financial rules, reflecting standard consultancy daily rates as well as EDAMA team's support. Competitive and realistic pricing will be a key consideration in the evaluation process.

Task Breakdown

#	Task	Description	Deliverables	Timeline
1	Stakeholders Database Review & Validation	Support EDAMA in review and validate the database of operators and stakeholders and provide any necessary updates to the list.	• D1.1 Validate and update operator/stakeholder database	Week 1
2	Stakeholders Classification and assessment	Provide EDAMA with support in categorizing stakeholders across the six organic-waste value chain segments and assessing their respective	• D2.1 Stakeholders value chain categorization • D2.2 Stakeholders level of influence and interest	Week 2

		levels of influence and interest.		
3	Stakeholder prioritization	Assist EDAMA in defining engagement level and identify key, strategic, supportive, and peripheral stakeholders.	• D3.1 Stakeholders prioritization and engagement report	Week 3
4	Selection of stakeholders	Facilitate EDAMA's selection of stakeholders	• D4.1 List of protentional stakeholders that may be part of IS	Week 4

⚠ Important Notes

- Payments will be linked to the submission and approval of deliverables by EDAMA.
- The Expert is expected to ensure high-quality reporting, rigorous analysis, and consistency across all deliverables, and to comply with Interreg NEXT MED visibility and communication rules.
- All deliverables shall be submitted in English.
- The consultant is responsible for all applicable taxes and legal obligations in Jordan.
- Additional personnel support may be proposed by the tenderer to ensure efficient coordination and delivery.

E. ToR Timeline

Milestone	Date	Time (Jordan)
Release of ToR	28 October 2026	1:00 PM
Deadline for Questions from Tenderers	26 November 2026	2:00 PM
Deadline for Responses to Clarification Questions	26 November 2026	2:00 PM
Deadline for Offer Submission	27 November 2026	2:00 PM

! No offer received after the deadline will be accepted. Late submissions will be directly rejected.

! All clarification questions must be sent to info@edama.jo with the subject line: **MEDWISE ToR Inquiry – A_T_2.4_0393_3**

F. Eligibility Requirements

F.1 Education and Experience

- **Education:** Minimum BSc in Environmental Engineering, Industrial Ecology, Chemical/Process Engineering, Environmental Management, sustainability or a relevant field. MSc is preferred.
- **Professional Experience:** At least 5 years of relevant technical experience in industrial symbiosis, stakeholders mapping, circular economy, waste management operations, or resource-efficiency projects.
- **EU-funded projects experience:** Previous experience with EU-funded programmes (Interreg, Horizon Europe, NEXT MED, ENI CBC MED, or similar) is a strong asset.
- **Thematic Knowledge:** Solid understanding of Industrial Symbiosis concepts and circular economy principles, and familiarity with the waste and resource value chain in Jordan (agro-food, HORECA, and municipal waste sectors). Knowledge of composting, resource-recovery technologies, and/or digital tools for waste management is an asset. Experience in research, data collection, and analysis of value chain, preferably in waste management or the circular economy. Ability to produce visual outputs such as supply-chain diagrams, stakeholder matrices, or GIS maps. Proficiency in GIS tools (e.g., QGIS, ArcGIS) is an advantage.
- **Zone:** Good knowledge of the waste-sector actors and industrial landscape in Jordan. Familiarity with Irbid Governorate is a strong advantage.

- **Language:** Excellent written and spoken command of both Arabic and English is required.
- **Ability** to travel within Jordan.
- The tenderer may be an **individual consultant or a registered company**. In the case of a company, a valid registration certificate must be provided.
- **Teams** are permitted. In such cases, CVs of all proposed team members must be submitted, accompanied by a clear delineation of roles and responsibilities.

F.2 Bid Components

The bid shall comprise three parts:

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

G. 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”. Please note that we have prior knowledge of prevailing market prices and therefore expect the quotation to be reasonable, competitive, and aligned with current market rates.

Each envelope must clearly indicate:

- Name of the Focal Point at EDAMA
- Name and address of the tenderer
- Title of the tender
- Reference number (A_T_2.4_0393_3)

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 (both envelopes must be submitted password-protected, with the password)

- 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.

H. Evaluation Criteria

Criterion	Weight
TECHNICAL OFFER	70%
Methodology (quantitative & qualitative)	35%
Action Plan (breakdown of activities & timeline)	25%
Past Experience & Similar Projects	10%
FINANCIAL OFFER (total cost)	30%
TOTAL	100%

! Only administratively compliant offers will be considered for technical evaluation.

! The daily rate and number of working days must be clearly stated in the financial offer.

I. Contract Mechanism

EDAMA anticipates awarding a fixed-price contract to the tenderer whose offer represents the best price-for-quality ratio. The payment schedule will be based on milestone deliverables and will be determined during the award stage, in line with Interreg NEXT MED financial rules.

J. Administrative Conditions

- The consultant is expected to use their own computer and communication equipment.
- No contract shall enter into force until it has been duly signed by both EDAMA and the selected Expert.
- No meetings or publications shall take place without prior written approval from EDAMA.

- The Expert commits to all policies governing EDAMA and to Interreg NEXT MED visibility and communication requirements.
- Additional rules, regulations, and conditions will be detailed in the final contract.
- All submissions must be in English.

K. Disclaimers

- Prior to the submission deadline, EDAMA reserves the right to modify, delete, or add any term in this ToR, and/or to extend the ToR deadline.
- EDAMA may reject any or all offers received after the submission deadline.
- Prior to the execution of the Contract, EDAMA reserves the right to request clarifications from tenderers, negotiate with multiple tenderers on the terms of their offers, and/or terminate this ToR without 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 the initial evaluation of offers without further discussion and to shortlist candidates based on technical qualifications.
- EDAMA may choose to award only part of the activities in the solicitation, or to issue multiple awards.
- EDAMA reserves the right to waive minor offer deficiencies that can be corrected prior to award determination.
- The tenderer shall declare any potential conflict of interest. EDAMA reserves the right to disqualify any tenderer where a conflict of interest is identified.
- All data, reports, and materials produced under this assignment shall remain the property of EDAMA and the MEDWISE project. The consultant shall not disclose any information without prior written approval.
- All deliverables shall be the sole property of EDAMA and project partners.
- Financial offers must be submitted in Jordanian Dinar (JOD only).

— End of Terms of Reference —