



	<p>Request for Proposals (RFP) Capacity building training for 41 Social Enterprises in Jordan</p> <p>Project Name: JOInUp! Document version: 1.0 Release Date: 16/8/2021</p>
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1. About JOInUp!:

JOInUP! seeks to 'contribute to increase economic and social inclusion and job creation especially for women and disadvantaged / marginalized groups in Jordan' combining the experience and skill sets of national and international partners to focus on the growth of social enterprises and a more inclusive formal economy in Jordan.

JOInUP! Focus on the growth of social enterprises ecosystem believing that social entrepreneurship offers a great potential for the four identified groups – women, youth, PWDs and refugees- as entrepreneurs (with substantial limitations for refugees), as employees, and as customers benefiting from otherwise under-invested services.

Overall Objective:

Combining the experience and skill sets of national and international partners to focus on the growth of social enterprises and a more inclusive formal economy in Jordan.

Specific objective:

Improve the conditions for the development of Social Entrepreneurship as a driver for economic and social inclusion in Jordan.

For more information, visit: <https://joinup-jordan.org/>

2. **General Objective of this RFP**

TTi and in partnership with Oxfam are implementing JOInUP! Project, where a total of (41) Social Enterprises are receiving support (including grants) to help them implement their winning projects over a period of minimum 4 – maximum 10 months that ends in June 2021.

In parallel with the grant implementation, the Social Enterprises (SEs) selected for sub-granting support will also receive tailored Technical Assistance through group training. SEs should be served through high quality and innovative technical services that will reinforce their managerial capacities, their governance structure, financial management, business relation, and networking and will help them to grow their businesses. The objective of this RFP is to find qualified service provider who is capable to carry on the



design and delivery of this capacity building component as per the terms elaborated in this call.

In summary, the provider is required to provide 41 SEs on 5 pre-selected topics (based on a needs assessment exercise), training delivery should combine both physically and remotely delivered sessions considering that the 41 SEs are located all over Jordan.

3. Scope of Work:

- a) Project should be implemented between 25/8/2021 and 25/9/2021.
- b) The main service of the project is group training.
- c) Minimum 30% of the training to be physically delivered (unless restricted by local authority due to COVID-19).
- d) Target beneficiaries are 41 SEs, the provider should be able to manage up to 80 trainees attending this training (i.e. 2 trainees from each SE), the capacity of each training session to be determined by the provider based on their experience and the best practice.
- e) The five training topics mentioned below have been defined based on needs assessment, therefore, the provider should commit to these topics (adding more topics is possible if properly justified):
 1. Business Model Design; including social value proposition design.
 2. Financial Management; focusing on fundraising techniques and conserving COVID-19 impact in cash flow management (this can also be incorporated within the financial part of the business model design in topic # 1).
 3. Digital Transformation (including digital marketing).
 4. Risk mitigations skills; including COVID-19 business resilience.
 5. Innovation and impact sustainability; including innovation strategies and the concepts of community innovation and social impact sustainability measurement.
- f) In the training plan within the technical proposal, we expect from the provider to further detail each of the five topics mentioned above. The integration (i.e. smooth transition) between the 5 topics should be available.
- g) The expected delivery time per each of the five topics is between 1 to 3 days, based on the proposed outlines/details and the topic importance.
- h) Each training day is 5 hours (containing all breaks).
- i) The 41 SEs are already selected and are distributed all over Jordan.
- j) The business maturity level of the 41 SEs is not the same.
- k) The training to be delivered in Arabic.



- l) The provider is responsible to deliver the project in a very engaging way to maximize the attendance and participation rates of the trainees. This is an important KPI for the project implementation success.
- m) Provider should plan for all needed actions to guarantee the implementation success of this project, this should include risk management and training schedule flexibility.

4. Proposal submission format:

4.1 Technical proposal, including the following:

- a) Short company profile (including clients list),
- b) Summary of similar projects,
- c) Training approach,
- d) Training plan, including outlines, deliverables and suggested timetable,
- e) M&E method/approach
- f) List of 2 references,
- g) Full address, contact details and focal contact details.
- h) Annex1: Trainers CV
- i) Annex 2: Registration certificate – if available

Technical proposal notes:

- You may add more sections and annexes if needed.
- The proposal should be stamped and signed by the authorized person.
- The proposal should be valid for 3 months.
- The file can be submitted in PDF or MS-Word format, while file size should not exceed 10 MB.

4.2 Financial proposal:

- a) Currency to be used is JOD.
- b) Use the attached standard budget template, you can also add all notes and terms related to your financial proposal in the same sheet.
- c) All applicable tax to be clearly mentioned.
- d) Payments scheme will be discussed once a partner is selected, however, bidders are encouraged to provide us with their preferred payment scheme.
- e) Provide your bank account details.
- f) Provide your tax registration number.



- g) All logistical preparations and related expenses to be covered by the provider and to be mentioned in the budget, example (training venue rental).

Financial proposal notes:

- You may add more sections and annexes if needed.
- The proposal should be stamped and signed by the authorized person.
- The proposal should be valid for 3 months.
- The file can be submitted in MS-Excel or PDF, while file size should not exceed 5 MB.



Budget Template.xlsx

4.3 Proposal submission details

- a) The provider/bidder should send the proposal by email to (neda@tti-jo.org) no later 25/08/2021 (The new extended Deadline) 15:00 (Amman time).
- b) Any proposal received after this time will not be considered. Total size of all attachments should not exceed 15 MB, our mail server can't process bigger files.
- c) We will not consider any proposal sent to our office by hand or mail, as the email is the only way to submit your proposal.
- d) The contracting authority has the right to cancel this bid and/or to reject any proposal without providing justification.
- e) You may email (neda@tti-jo.org) for any question related to this TOR no later 25/08/2021, questions received by other ways will not be considered.
- f) Only accepted provider will be notified by email and will be requested to sign a service agreement.
- g) In case of releasing multiple RFPs, accepted venders can only win and implement one. No vender may be contracted for more than one bid at a time.