



**“MYSEA - Mediterranean Youth, NEETs and women advancing Skills,
Employment and Awareness in the blue and green economy”**

Ref. No.: B_A.3.1_0115

Tender for External Services

Description: Logistics of Training Workshops Implementation

Tender No.: JUST1

Contracting Organization:

Jordan University of Science and Technology



The “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), implemented and funded within the ENI CBC Mediterranean Sea Basin Programme, is launching a call for an External Expert (Sub-contacted Services) under the following Terms of References (ToR):

Details of the Contracting Authority

Name of the Organisation	Jordan University of Science and Technology
Postal Address	P.O. Box 3030
City - Region	Irbid
Postal Code	22110
Country	Jordan
Telephone	+96227201000
E-mail	abualrub@just.edu.jo , mysea2021@gmail.com
Contact Person	Prof. Fahmi Abu Al-Rub
Official Website (URL)	www.just.edu.jo

Programme and Project Information

Programme Brief Description

The 2014-2020 ENI CBC “Mediterranean Sea Basin Programme is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The ENI CBC Med Programme brings together the coastal territories of 14 countries in view of fostering fair, equitable development on both sides of the Mediterranean. Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.

Further information is available on the ENI CBC Med Programme official website:
<https://www.enicbmed.eu>

Project Brief Description

Given demographic changes, skill mismatches, rigid regulations, gender gaps, and persistence of certain socio-cultural norms, the Euro-Mediterranean region faces high unemployment rates of youth, mainly NEETs, and women are underrepresented in the labour market. The growing proliferation of sustainable and eco-responsible innovations in the agri-food and waste management sectors requires new occupational profiles. To achieve this goal, the MYSEA project aims, from one side, to identify existing and emerging skills and professional needs through oriented training, coaching, and mentoring, and from the other side, to involve Technical and Vocational Education and Training (TVET) institutions and enterprises encouraging sector-skills alliances through apprenticeship, traineeship, and on-the-job training. The project will result in opportunities for young women and NEETs to apply the soft and hard skills learned during the training period and offer a platform to exchange experiences and implement national employment schemes in favour of youth employment.

Further information is available on the MYSEA project official website:
<https://www.enicbmed.eu/projects/mysea>

Procurement, Funding and Contract Information

Funding of the Contract

The contract is funded within the framework of the “MYSEA - Mediterranean Youth, NEETs, and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), which is implemented under the ENI CBC Mediterranean Sea Basin Programme.

Duration of the Contract

The maximum available duration of the contract is from the day of signature until the end date of the project.

Value of the Contract

The maximum available value of the contract is < 85,000 JOD, including the co-finance.

Contract Payments

The payments of services and deliverables can take place after their partial or total completion and when the related invoice is issued. An advance payment of up to 50% of the total payment is possible, upon the Contracting Authority's decision and/or the availability of the related funds.

Description of the Tender

Subject of the Tender

The subject of this tender, depending on the nature of the contract, is the provision of services related to the implementation of training workshops, related to the training activities of the MYSEA project.

Eligibility of Tenderers

The tender is open to legal entities (Private Companies, NGOs, TVET Organisations, Consulting Companies, etc.) and natural persons (External Consultants, Freelance Professionals, etc.), that are able to deliver the expected services under a "Service's Contract".

Output and Activity Description

Project Outputs Description

MYSEA foresees 3 Technical workshops composed of 5 modules (20 hours per module) addressed to 200 youth, women, and NEETs. The trainees shall be divided into 8 groups of 25 individuals. The training program adopts a design thinking approach to provide interactive and practical workshops. Interactive and innovative activities, tools, and techniques shall be used to identify challenges, generate ideas and facilitate learning.

Additionally, MYSEA foresees 1 training on entrepreneurial skills for 25 participants per country to support the youth, women, and NEETs towards launching the associations. These participants will be selected among the 200 individuals previously mentioned. Entrepreneurial skills are highly in demand for start-ups, SMEs, or associations. The packages shall increase knowledge in management, administration, and bureaucratic aspects.

Project Activity Description

The 4 training workshops will cover Digital Skills, Transversal Skills, Sector-based Skills, and Entrepreneurial Skills. More specifically:

1. an interactive Digital skills training workshop per country composed of 5 modules (20 hrs per module). The training aims to acquire digital skills and embrace a digital mindset. A digital mindset requires fundamental changes in leadership and talent attributes. Trainees shall fill out the self-assessment and evaluation form to measure their learning. Certificates shall be issued upon the successful completion of the workshop.
2. an interactive Transversal skills training workshop per country composed of 5 modules (20 hrs per module). The training aims to develop new skills and empower critical thinking and problem solving, collaboration, adaptability, initiative, entrepreneurship, communication, and analysis. Trainees shall fill out the self-assessment and evaluation form to measure their learning. Certificates shall be issued upon the successful completion of the workshop.
3. an interactive sector-based skills training workshop per country composed of 5 modules (20 hrs per module). The modules serve to aid the trainees to acquire agrifood and waste management-related skills and to be prepared for the work-based learning workshops. Trainees shall fill out the

self-assessment and evaluation form to measure the learning. Certificates shall be issued upon the successful completion of the workshop.

4. an interactive entrepreneurship skills training workshop per country composed of 5 modules (20 hrs per module). The modules serve to aid the trainees to acquire the needed skills to pitch their own startup/associations. Trainees shall fill out the self-assessment and evaluation form to measure their learning. Certificates shall be issued upon the successful completion of the workshop. This activity builds for the mentorship activities.

External Experts' Tasks and Requirements

External Experts Tasks

- Recruitment of Beneficiaries
200 beneficiaries, with the following profile: youth (18-24 years old), women (all ages), NEETs (up to 30 years old) from Irbid Governorate. Beneficiaries will have an interest to be trained on skills relating to agri-food and waste management sectors. The Contracting Authority may also recruit some beneficiaries.
- Preparation and Implementation of Training.
The External Expert shall prepare, plan, and implement the training workshops. The workshops can be implemented face-to-face, online, or in a hybrid method according to the needs and conditions at the time of the training. The External Expert will also issue the certificates of attendance.
- **Supporting the** preparation and Implementation of Traineeships.
After the completion of all training hours, the beneficiaries will attend on-the-job training/traineeships that will make use of their new skills. The External Expert shall overview and coordinate the traineeships and issue the relevant certificates.
- Implementation of training Evaluations.
The external expert shall coordinate and ensure the evaluation of the training and the trainers by the beneficiaries.

External Experts Profile

Mandatory Requirements

- Experience in hosting and implementing training workshops
- Successful completion of similar training activities
- Availability of facilities, equipment and staff (administrative, trainers, experts)
- Capacity to conduct online training if required

Desirable Requirements

- Experience in implementing workshops for specific target groups (NEETs, Women, Unemployed)
- Experience in implementation of related activities for ENI CBC Med Projects
- Experience in implementation of related activities for EU Funded Projects

Additional Information

- Detailed information regarding the outline of the training package and each respective module can be found in **Annex I**.

- The training curricula and full educational material will be shared with the External Expert selected shortly after the day of the contract signature.
- The evaluation forms and tools will be provided to the External Expert shortly after the day of the contract signature.
- The workshops will be implemented in the national language of each country.

External Expert Deliverables and Timeframe

- Recruitment of Beneficiaries
Timeframe: August 2022
- Implementation of Training Workshops
Type of Deliverable: Training Workshops (face-to-face, online, or hybrid). Includes delivery of training sessions and completion of evaluations.
Timeframe: September 2022 – March 2023
- Overview of Traineeships
Timeframe: December 2022 – August 2023
- Preparation of reports and provision of Sources of Verification
Type of Deliverable: Records of the implementation and provision of all supporting documents as described on Annex II. Preparation of a report in Word Format, summarizing the implementation of the training activities.
Timeframe: By the end of the Contract Period or as requested by the Contracting Authority.

Note: Any other internal deadlines and milestones will be agreed among the Contracting Authority and the External Expert.

Submission of Tenders and Supporting Documents

Deadline for Submission of the Tenders

The deadline for submission of tenders is June 6., 2022. Any tender received after this deadline will be automatically rejected.

Address and Means of Submission of the Tenders

The tender will be submitted in 1 (one) original. In the case of e-mail submission, the tenderer may provide an electronic version. Any tenders not using the prescribed form shall be rejected by the contracting authority.

1) If delivered by post or courier, the tenders will be submitted in an envelope including and will contain the following information on the external part:

Name and address of the contracting authority

Prof. Fahmi Abu Al-Rub

Title of the tender: Logistics of Training Workshops Implementation

Reference number: JUST 1

JUST, P.O. Box 3030, Irbid 22110, Jordan

2) If delivered by e-mail, the message will clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tender submission form and any supporting documentation will be provided as attachments to the e-mail.

Supporting Documents

The tenderers will submit their tenders using the **standard submission form available in Annex III of this tender**.

The Contracting Authority may request any additional supporting documents, that are necessary for the evaluation of the Tender and/or are required by the National Legislative Framework.

Provisions and Other Remarks

The selection procedure will be in line with the ENI CBC MED requirements and National Laws. In addition, the following will be taken under consideration:

Equal Treatment & Non-discrimination

The Contracting Authority ensures that all participants in a procurement procedure need to have equal rights and obligations. As a result, there are no discriminatory practices or technical specifications liable to hamper wide participation on equal terms by all natural, or legal persons.

Transparency & Fair Competition

The procurement procedures are based on specified eligibility (for formal submission), exclusions action, and award criteria. The Contracting Authority also ensures that there is an adequate publication, in a reasonable time, of the prior information notices, contract notices, and award notices, as well as sufficient information in the invitations to tenders on the award and contract criteria and requirements. In addition, any actions that are against fair competition are prevented.

Conflict of interest

The Contracting Authority takes all measures to prevent any situation where any kind of conflict of interest may arise. These restrictions also apply to any sub-contractors and employees of the tenderer or contractor.

Data Protection

The purpose of the processing of the data submitted by the candidate tenderers is to manage the application of the candidate in view of a possible selection and award of the contract by the Contracting Authority.

The Contracting Authority does not make public the names of successful candidates on reserve lists. Any supporting documents requested at any stage of the tender evaluation process are kept in

confidence. The personal and sensitive information requested is processed in line with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Annex I – Description of the Training Material

Transversal Skills Training Package

Transversal Skills
Scope
<p>“Transversal skills and competencies (TSCs) are learned and proven abilities which are commonly seen as necessary or valuable for effective action in virtually any kind of work, learning, or life activity. They are “transversal” because they are not exclusively related to any particular context (job, occupation, academic discipline, civic or community engagement, occupational sector, group of occupational sectors, etc.).”¹</p>
Description
<p>The objective of this training programme is to improve managerial and communication performance by enhancing the relevant skills and competencies. Individuals with transversal skills are better prepared to deal with the demands and challenges of everyday life. Teamwork, effective communication, problem-solving, time management, and conflict resolution are examples of skills that make a difference both at personal, as well as professional level. Soft skills are "life skills," which are defined as "behaviours employed successfully and ethically in handling personal concerns."</p> <p>Through the development of this training programme, the aim is to provide trainees with tools that will allow them to successfully adjust to changes and live a productive life.</p>
EQF Level/ Competence/Level of autonomy
<p>4</p> <p>Exercise self-management within the guidelines of work that are usually predictable, but are subject to change; supervise the routine work of others, taking some responsibility for the evaluation and improvement of work activities</p>
Module 1: Interpersonal Skills (20hrs)
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • What is interpersonal communication • Active listening • How to contribute to conflict resolution
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • How to give feedback • Techniques for conflict resolution • Techniques for problem solving
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Identify and examine the components of effective interpersonal communication abilities.

¹ Unpacking transversal skills and competences - ESCO's new Transversal Skills Hierarchy

- Examine personal communication styles and the underlying attitudes, beliefs, and values through self-analysis and reflection.
- Develop interpersonal communication skills in order to build and strengthen personal and professional relationships that are characterized by open and honest communication and effective conflict resolution.
- Employ effective communication skills that are suited for the situation, the purpose, and the audience.

Module 2: Written and Verbal Communication (20hrs)

Theoretical Knowledge

- The importance of written and verbal communication
- Characteristics of effective communication
- Understanding and respecting the audience
- What is active listening
- Understanding body language and posture
- How the voice across its whole range can be used as a tool for improving communication

Practical Knowledge

- Strategies for improved presentation skills
- How to adapt communication styles depending on the situation and the audience
- Techniques for effective communication
- How to show empathy
- Emotional intelligence - identifying and managing your emotions, as well as other people's emotions
- The principles of effective teamwork

Skills and competencies

- Recognise and compose readable texts, defined by clear and coherent structure and well-constructed paragraphs and sentences
- Recognise and formulate effective written and oral communication, taking into account audience, context, and format
- Analyse arguments in order to construct ones that are well supported, well-reasoned, and well controlled
- Understanding and applying appropriate techniques for each audience
- Applying an empathetic approach in both written and verbal communication

Module 3: Career Development Skills (20hrs)

Theoretical Knowledge

- What is a career plan and how it is developed?
- Understanding our own skillset, abilities and strengths
- Relating personal traits to career goals
- Learning how to search for the desired position
- Understanding the importance of tailored self-presentation to the future employer
- Understanding the needs of the labour market in terms of qualifications and personality qualities
- Looking for background information on the employer and understanding their culture

Practical Knowledge

- Development of a career plan
- Job hunting techniques
- Tailored CV preparation
- Drafting the suitable cover letter

<ul style="list-style-type: none"> • How to prepare for an interview
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Understand what type of employment one can search for, based on their own skillset and career goals • Know where and how to search for employment • Know how to develop a CV for a specific position • Understanding what leads to a successful interview
<p>Module 4: Advancing Professional Skills for the Agri-Food & Waste Management Sector (20hrs)</p>
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • The principles of Project Management-Key concepts and tools • Quality assurance and assessment-International Standards • Marketing principles • Fostering innovation in the Agri-food/ Waste management sector
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • From ideation to MVP • Project management fundamentals • Project planning and monitoring tools • Quality assurance & evaluation fundamentals • Putting together a marketing plan
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Understand the basic concepts related to Project Management • Know how to use the PM tools to monitor the progress of a project • Understand the basic concepts of Quality Assurance and Evaluation • Become familiar with the marketing principles • Know how to develop a marketing plan
<p>Module 5: Thematic Oriented Skills (20hrs)</p>
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • Innovation in the Agri-food/ waste management sector • The role of digital transformation in the agri-food/ waste management sector • New trends at international and national level • The social aspects related to the agri-food/ waste management sector
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • What makes a product/ service innovative? • Best practices • Agri-food/ waste management and environmental sustainability
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Become familiar with innovative practices in the sector • Understand the impact of digital transformation • Understand the importance of environmental sustainability in the sector

Digital Skills Training Package

Digital Skills
Scope
The objective of this training package is to equip the trainees with the needed tools to be active in the digital society and introduce them to multimedia products.
Description
<p>In the training curricula of the digital Skills the trainees are invited to be active in the digital society because although there are cultural, social and economic differences among the economies of the Countries involved by the MYSEA project, digital skills are a necessity for achieving employment status.</p> <p>This package introduces digital products that lead to innovation, social media marketing, web presence (from web analytics to creation of websites and blogs), cyber security (for understanding the vulnerabilities of the web and know the tools for protection) and decisions based on digital data analysis and interpretation (how to analyse data and make decisions based on use of software).</p>
EQF Level/ Competence/Level of autonomy
4
<p>Exercise self-management within the guidelines of work that are usually predictable, but are subject to change; supervise the routine work of others, taking some responsibility for the evaluation and improvement of work activities</p>
Module 1: Foundation Module for IT Skills (Introductory training and basic IT skills) (20hrs)
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • Identifying the components of digital transformation in the agri-food/ waste management sector • Technology and decision making in agri-food/ waste management • The principles of social media marketing • Cyber security fundamentals
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • Digital solutions that facilitate day to day work and virtual collaboration • Basic marketing and social media tools for the agri-food/ waste management sector • Security fundamentals (device, connection, emails, backup)
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Become familiar with digital transformation elements that facilitate how work is carried out in the agri-food/ waste management sectors • Understand the basic principles of marketing and how to utilise social media to achieve the marketing objectives • Know how to perform basic tasks that protect the device, the data and the communications
Module 2: IT skills for the Agri-food sector (including IoT applications, e-agriculture, etc.) (20hrs)
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • The digital agriculture revolution • Defining the terms “Agriculture 4.0” and “Digital Farming” • Digital agripreneurship and innovation culture • Internet of Food and Farming 2020
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • Robotic systems • Temperature and Moisture Sensors

<ul style="list-style-type: none"> • Precision Agriculture • GPS Technology • Smart farming and food security
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Understand the key concepts around the digital agriculture revolution • Become familiar with the different digital tools and how these can benefit the agri-food sector • Know how to utilise the different digital technologies to achieve the desired objectives
<p>Module 3: IT skills for the Waste Management sector (including IoT applications) (20hrs)</p>
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • Digital technologies for more effective waste management regimes • Advanced digitalisation in waste management and treatment (e-trading platforms, waste-specific software and business analytics) • How can digital transformation in the waste management sector can foster the development of circular economy
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • Robotics applications in the waste management sector • AI applications in the sector • How IoT can contribute to logistics optimisation • Cloud computing solutions • Data analytics for waste management
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Understand the ways in which digital transformation has contributed to the optimisation of waste management processes • Know how the different technologies impact the sector • Utilise the appropriate applications to achieve the desired objectives
<p>Module 4: IT Skills for Web-design and Development (20hrs)</p>
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • The importance of web accessibility • The principles for a website which is functional, attractive and successful • What is UX and strategy fundamentals
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • UX strategy development and how it reflects on content & design • Development of Information Architecture • Target user needs and expectations • Design and develop a B2B website
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Understand the principles and benefits of good UX and how to apply it to your website • Know how to develop the information architecture based on the UX strategy • Know how to develop a B2B website
<p>Module 5: IT skills to support SMEs innovation (20hrs)</p>
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • The economic and technological factors that are at the heart of the digital • Differences between innovation and entrepreneurship and how the two work in conjunction to create dynamic SMEs • How digital technologies can facilitate innovation in SMEs • The role of AI in promoting innovation for start-ups

Practical Knowledge

- AI technologies and applications
- Lean startup fundamentals to design new business models
- Serious games for cultural and organisational changes
- Big Data developments
- Data-driven business models
- Responsible Data Sharing

Skills and competencies

- Have an awareness of the range of emerging and converging technologies that are poised to deliver disruptive innovations that improve SME sustainability and productivity
- Understand how their organization creates, delivers, and captures value for customers
- Design strategies for the creation of non-compete spaces
- Apply a continuous innovation model to improve their businesses
- Understand environment and the impact of change in the organisation
- Apply the knowledge obtained to design and carry out an action plan to boost innovation within the organisation

Sector Based Skills Training Package

Sector Based Skills
Scope
The scope of this training package is to help the participants acquire sector-related skills related to agri-food and waste management, and prepare them for the work-based learning workshops.
Description
The sector related skills training package aim at providing the participants with sector specific knowledge to better prepare them for the work -based learning workshops. In the context of this training package, fundamental information on the Blue and Green Economy is provided, an overview of the trends in the agri-food and waste management sectors, information on the supply chain and elements of innovation, sustainability and environmental conservation. development of modules for enhancing general tasks of manual workers or specific tasks of skilled workers
EQF Level/ Competence/Level of autonomy
4 Exercise self-management within the guidelines of work that are usually predictable, but are subject to change; supervise the routine work of others, taking some responsibility for the evaluation and improvement of work activities
Module 1: Foundation Module in the Green and Blue Economy (20hrs)
Theoretical Knowledge <ul style="list-style-type: none"> • The rationale for advancing an inclusive green economy • Opportunities and challenges at global and national level to achieve low-carbon, resource efficient and socially inclusive development • The emerging concept of Blue Economy: origin and relation with Blue Growth • Current challenges and opportunities in resource resilience • Sustainability: Environmental awareness, Environmental impact assessment
Practical Knowledge <ul style="list-style-type: none"> • Key sectors with high greening potential • Strategies and planning for reaching policy objectives • International frameworks and initiatives to support an inclusive green economy • Fisheries & Aquaculture • Marine Tourism • Ocean-based renewable sources of energy • Offshore wind power
Skills and competencies <ul style="list-style-type: none"> • Identify enabling conditions for greening national economies • Understand basic concepts about inclusive green & blue economies. • Identify enabling conditions for greening national economies • Understand the elements of Blue economy • Outline principal opportunities and challenges in the sectors • Distinguish international frameworks and initiatives in support of an inclusive green economy
Module 2: Introduction to the industry activities, production, processing and logistics for the Agri-food Sector. (agriculture, zootechnics, fishing industry, etc) (20hrs)
Theoretical Knowledge

- Meet the Food System: understanding food through an integrated, systems-thinking lens
- Industrialisation of agriculture
- Agri-food: Botany, Agronomy, Agricultural mechanisation, tropical and subtropical crops, mechanical training
- Zootechnics and fishing industry: animal nutrition and wellbeing, apiculture, fisheries and aquaculture, animal waste management

Practical Knowledge

- Techniques for integrated production, organic farming, use of ecological fertilizer and pesticides for control of plants disease, design and maintenance of green areas,
- Forest conservation, gardening,
- Food processing, dried fruit (diagnosis and maintenance of machineries),
- Processing, refrigeration training (cold chain), packaging and shipping food,
- Local handicrafts, chemical knowledge,
- Irrigation and hydraulic engineering, agri-business

Skills and competencies

- Understand supply chain and explore relationships among food, health, society, and the environment
- Understand the benefits from the industrialised agriculture
- Familiarise with basic processes related to the agri-food sector

Module 3: Introduction to the industry activities, production, processing and logistics for the Waste Management Sector (recycling, reusing, upcycling, etc) (20hrs)

Theoretical Knowledge

- Classification of waste
- Waste prevention through chain optimization
- Guide to recycling and use of biodegradable and eco sustainable plastics and products
- Environmental problems caused by waste mismanagement of products
- Circular economy and innovation in the waste management sector

Practical Knowledge

- How to project landfills and plants
- How to temporary store waste in a company
- How to treat waste (from composting to mechanical-biological treatment and waste-to-energy plants for burning waste and producing energy
- How product design can support efficient recycling and remanufacturing

Skills and competencies

- Know the different classifications of waste
- Understand how waste mismanagement can affect the environment
- Become familiar with the benefits from efficient recycling

Module 4: Supply Chain, Operations and Sales focusing on the Agri-food and Waste Management Sectors (20hrs)

Theoretical Knowledge

- Supply chain and agri-food/ waste management
- Supply chain management
- Sales & Operations planning

Practical Knowledge

- Supply chain logistics
- Supply chain operations
- Supply chain Sourcing
- Positioning strategy

- Strategy deployment: definition & processes

Skills and competencies

- Understanding what is involved in supply chain management and how it affects business operations
- Get information on process planning for batch and continuous processes as well as the sourcing continuum, process analysis methods and the financial justification for new technology
- Learn the definition of capacity and how it is measured. See what the differences are in process, product and fixed-position layouts, and how analytical tools can help make capacity decisions.
- Become familiar with the process of setting strategic goals as well as supply chain uncertainty, risk pooling and the bullwhip effect

Module 5: Innovation, Sustainability and Environmental Conservation (with a focus in the Agri-food and Waste Management Industry) (20hrs)

Theoretical Knowledge

- Understanding AgriBusiness & AgriFood Market Trends
- The role of disruptive technologies in the industry

Practical Knowledge

- Remanufacturing and refurbishment systems: return of product (reverse logistics), disassembly and repair of the product, market demand and economics.
- Product design using better recycling or remanufacturing and refurbishment. Substitution of materials
- New business models to generate profits from products that last longer
- Identify emerging and disruptive technologies across informatics, engineering and biotechnologies in the agri-food/ waste management sphere, encompassing topics such as AI and machine learning, internet of things, automation, robotics, 3D printing, virtual and augmented reality, genomics and synthetic biology

Skills and competencies

- Be able to explain the role and contribution of research and innovation to generate outputs, impacts and outcomes on society and economy in the arena of agrifood sustainability and technology.
- Identify and critically evaluate the range of informatics (including big data, artificial intelligence & virtual/augmented reality) and digital technologies that can be applied to agri-food/ waste management systems.

Entrepreneurial Skills Training Package

Entrepreneurial Skills
Scope
Entrepreneurial skills are highly in demand for starts-up, SMEs or associations. The package aims to advance knowledge in management, administration and bureaucratic aspects.
Description
This training package is targeted to enhance the required entrepreneurial skills for Youth, Women and NEETs that are highly in demand for starts-up and for SMEs in the Agri-food & Waste Management Sectors. <i>To train and educate leaders who are agents of change with the ability to analyse, innovate, validate, and start new businesses, in a culture of excellence. Graduates will develop the knowledge necessary to evaluate, transfer, and implement high-impact, innovative, sustainable solutions within a global environment.</i>
EQF Level/ Competence/Level of autonomy
4
Exercise self-management within the guidelines of work that are usually predictable, but are subject to change; supervise the routine work of others, taking some responsibility for the evaluation and improvement of work activities
Module 1: Business Creation (20hrs)
Theoretical Knowledge
<ul style="list-style-type: none"> • General Management and Business Concepts
Practical Knowledge
<ul style="list-style-type: none"> • Discovery -- identifying opportunities and shaping them into business concepts • Feasibility analysis and assessment • Business plan creation • Business launch • Growing the business
Skills and competencies
<ul style="list-style-type: none"> • Become familiar with the theoretical framework of general management • Understand what steps need to be made to create a business out of an idea • Familiarise with the preliminary steps of business creation • Understand the parameters that will make the business grow
Module 2: Human Resources (20hrs)
Theoretical Knowledge
<ul style="list-style-type: none"> • Fundamentals of HR management • Human capital development • Talent management
Practical Knowledge
<ul style="list-style-type: none"> • Recruiting techniques • Interpersonal relations • Diversity and inclusion • Ethical leadership • Managing organisational change

<ul style="list-style-type: none"> Rewards and performance management
<p>Skills and competencies</p> <ul style="list-style-type: none"> Understand the principles of HR management Become familiar with the different elements of HR management Explain human behaviour and the elements that influence employee behaviour Identify and explain the theories of motivation and establish strategies to motivate and build staff morale in the organisation Understand the factors which result to successful HR management
<p>Module 3: Business administration skills (decision making, systems operation, organization) (20hrs)</p>
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> Business Policy and Strategy Operations management
<p>Practical Knowledge</p> <ul style="list-style-type: none"> Financial Accounting Principles Managerial Accounting Principles Management Information Systems Risk management Decision making Quality Principles and Productivity
<p>Skills and competencies</p> <ul style="list-style-type: none"> Demonstrate an understanding of the nature of management Identify and explain management functions, roles and responsibilities Explain the major concepts in the functional areas of accounting, finance, management, and management information systems. Understand key concepts related to decision making, risk management and quality Demonstrate responsible and effective workplace behaviour skills and traits in a professional business environment.
<p>Module 4: Business, Marketing and Market Analysis (20hrs)</p>
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> Fundamentals of market analysis & marketing Product and Brand Management Consumer behaviour
<p>Practical Knowledge</p> <ul style="list-style-type: none"> Consumer Behaviour Digital Marketing and Social Media Strategy Pricing Strategy Advertising and Marketing Communications Data analysis and decision making
<p>Skills and competencies</p> <ul style="list-style-type: none"> Demonstrate understanding of basic concepts around market characteristics Understand how data can lead to strategic decisions Become familiar with the principles of digital marketing Know how to develop a pricing strategy based on market data

Module 5: Financial Management (20hrs)

Theoretical Knowledge

- Introduction to financial management
- Capital markets and financial management

Practical Knowledge

- Overview of financial statements
- Budgeting
- Measuring financial performance
- Project budget analysis
- Budget preparation

Skills and competencies

- Apply the basic concepts of financial management and financial decision-making
- Assess financial statements in order to identify organisational strengths and weaknesses
- Analyse and evaluate the financial viability of selected projects
- Prepare a budget

Annex II – Sources of Verification

- Timetable/Schedule of training hours in case of face-to-face or synchronous e-learning
- Attendance Lists signed by trainees and trainers in case of face-to-face trainings
- Attendance Lists or similar reports extracted from the on-line platform used in case of e-learning. (e.g, Log reports in case of asynchronous e-learning sessions)
- Screenshots of synchronous e-learning sessions
- Photos of face-to-face training sessions
- Student Lists stating their Name, Gender, Age, Contact Details, etc. In the case of e-learning, on-line lists (e.g. google form lists)
- Trainer's List and Details
- Assessment Reports of the training activities filled by the trainees
- Assessment Reports of the training activities filled by the trainers (asynchronous e-learning is excluded)

Annex III – Format of Offer to Be Provided by the Tenderer

OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Offer submitted by:

Name of legal entity or entities submitting the tender	
Address	
Legal registration number	

Contact person:

Name	
Telephone	
e-mail address	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. A detailed description of the offered services/supplies/works is provided in the technical offer.

In addition, I confirm that our entity is fully eligible for providing services under a contract financed by the EU and it is not in any of the situations that would mean exclusion from a tender.

Finally, I declare to have no conflict of interest with any other concerned party in the tender procedure at the moment of submitting this tender.

3. TECHNICAL OFFER

Please provide details on the offered services by using the standard tables below (choose one of the tables, except for hybrid contracts) and by adding any other relevant information and/or documentation.

No.	Title of item	Description of services offered	Proposed timeframe	Proposed inputs
1				
n				

4. FINANCIAL OFFER

The total price for the offered services is <85,000 JOD including the co-finance. This price does not include VAT.

The total price for the offered services including VAT (0%) is <85,000 JOD including the co-finance. EU projects are exempted from any VAT.

The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc., when required.

Please include a breakdown, in accordance with the items in the technical offer. For fee-based service contracts, include the number of expert days and the daily fees, as well as the breakdown of the incidental costs.

Name	
Signature	
Date	



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