

# Supporting Circular Economy Opportunities for Employment and Social Inclusion “SIRCLES”

(SIRCLES, B\_A.3.1\_0157)

**Technical Expert** Tender Dossier and Declaration on  
Honor

**PART A: INFORMATION FOR THE TENDERER**

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This ToR is published under the EU Funded Project “Supporting Circular Economy Opportunities for Employment and Social Inclusion (SIRCLES)”

EDAMA Association launches a call for a Technical Expert under SIRCLES project in a community compost area Aqaba, Jordan.

## 1. About EDAMA

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 be achieved, 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 a large number of 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.

## 2. About the Project:

Key Information:

**Acronym:** SIRCLES.

**Full title:** Supporting Circular Economy Opportunities for Employment and Social Inclusion.

**Thematic objective:** Promotion of social inclusion and the fight against poverty.

**Priority:** Professionalization of young people (NEETS) and women.

**Donor:** ENI CBC MED-EU.

**Partners:** Lead partner: Waste Agency of Catalonia, Spain, and 9 partners from Palestine, Jordan, Lebanon, Italy, Spain, Tunisia, and Greece.

**Project Duration:** 30 Months.

**Project Start Date:** 9th February 2021 - **Project End Date:** 9th August 2023.

**SIRCLES** aims to increase green employment opportunities by providing skills to NEET (youth not in employment, education, or training sectors) and women based on circular economy business models applied to the hotel sector by creating a pilots based on composting plant and organic farming site.

The pilot will be constructed in Aqaba Governorate in a land provided by ASEZA targeting training and Jobs creation of about 40 Direct Jobs for women and Youth are based in Aqaba.

### 3. Simplified tender dossiers for service (Single Tender)

**Name and address of the contracting authority:**

EDAMA Association for Energy, Water and Environment  
1st floor, 8- Yousef El Sukkar Street | P.O.Box 445 Amman 11831 Jordan

**Contact person: Rana Hijazin**

**Title of the tender: Technical Expert**

**Reference number: SIRCLES, B\_A.3.1\_0157\_1**

#### **PART A: INFORMATION FOR THE TENDERER**

##### **1. INFORMATION ON SUBMISSION OF TENDERS**

Subject of the contract:

The subject of this tender is Technical Service

- Provision of services, as indicated in the technical information in point 2 of this section

Deadline for submission of the tenders:

The deadline for submission of tenders is 13, January 2022 until 12:00am CET.

Any tender received after this deadline will be automatically rejected.

Address and means of submission of the tenders:

The tenders will be submitted to EDAMA Association (Email: [info@edama.jo](mailto:info@edama.jo)) and [Projectmanager@edama.jo](mailto:Projectmanager@edama.jo)

The message will clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tenders must be submitted using the double system, i.e. one bearing the words 'Email A - Technical Offer - SIRCLES #1 - B\_A.3.1\_0157" and the other 'Email B - Financial Offer - SIRCLES #1 - B\_A.3.1\_0157". All parts of the tender other than the financial offer must be submitted in E-mail A (i.e. including the tender submission form and declarations).

In addition, a third email with the passwords of the folders sent in e-mails called "Email A - Technical Offer" and "Email B- Financial offer" is required, bearing the words "Email C - passwords - SIRCLES #1 - B\_A.3.1\_0157"

Files shall be included in protected folders or at least in compressed folder(s) or through protected IT hyperlinks to file hosting service. Where passwords, encryptions or any other IT means used to protect the confidentiality of the submitted offers, description shall be sent by the tenderer.

## 2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below.

In the technical offer, the tenderers will indicate more details on the deliveries, referring back to the below information/table:

Task No.	Tasks	Description of the task	Deliverables	Proposed Deadline
1	Develop the training material to fit the Aqaba conditions	Adaptation of the Training materials to the local context and territory, delivering customized training materials for xxx training days on green entrepreneurship; environmental education for bio-waste source separation, waste collection, composting site management & organic farming targeting a total of 40 NEETs and women	Final training material adapted to the local context for the three parts (hard skill, soft skills, and entrepreneurship) PPT slides and training documents	End of March 2022

2	Translation of the training material package to Arabic	<p>To translate the adapted training material into Arabic keeping a professional language that can be understood by the NEET and women trainees.</p> <p>To refine/update the Arabic training material based on the feedback of EDAMA</p>	The training material package in Arabic (PPT slides, training documents, schematic illustrations...etc.)	
3	<p>1-Implementation of the 3 training modules days in Aqaba</p> <p>2- in-Job training in site</p>	<p>The delivery of the training modules:</p> <p>Preparation (3 days)</p> <p>Hard skills (4 days)</p> <p>Soft skills (3 days)</p> <p>Entrepreneurship skills (2 days)</p> <p>In-Job Training (2 days)</p> <p><b>Note:</b> 1-The Per diem of</p>	<p>Training delivery with training entity +report</p> <p>Daily training schedule (sessions, activities...etc)</p>	<p>1-April 2022</p> <p>2- when the site is ready.</p>



		<p>the training days in Aqaba will be covered.</p> <p><b>2-</b>The Technical Expert should attend the online ToT on <b>ENTREPRENEURIAL SKILLS</b> in February 2022 (8 days ,32 hr.)</p>		
4	<p>Develop and supervise implementation of Measures to separate collection and high-quality recycling of biowaste in Aqaba</p>	<p>1-Following up with the hotels on the implemented measures for waste segregation</p> <p>2-Supervise and provide guidance for waste collection and composting processes in the site</p>	<p>Visits to Aqaba Hotels and site</p> <p>+</p> <p>Report that includes: a detailed site assessment</p>	<p>1-After 5 weeks of signing the agreement</p> <p>2- Supervision of implementation when the site is ready.</p>

			<p>A timely plan for waste collection</p> <p>Guidelines for waste separation and processing in the site</p>	
5	<p>Design and setting up of composting plant in Aqaba in consultation with EDAMA and ASEZA</p>	<p>Submitting a concept design and update based on consultation with EDAMA and ASEZA</p> <p>Developing a tailored Solution Design</p> <p>Following-up on the site processes and support functions</p> <p>Monitoring the construction and commissioning of the pilot project</p>	<p>To submit a report that includes the following elements:</p> <p>Blueprints and details (site design and layout drawings for construction works)</p> <p>Precise description of the composting</p>	<p>Concept Design submission at the end of March</p> <p>Following up, Monitoring and Supervision the construction of site till end of project.</p>

		Supervise and follow up pilot monitoring and advise if adjustments are needed	plant (units, functions, monitoring procedures and tools)  Corrective measures based on the monitoring results	
6	Support Pilot demonstration: Circular Economy in action in Aqaba	To support results dissemination to involved stakeholders  Recommendations on post project activities to ensure the sustainability of the project  Recommendations on opportunities for improvement and	Feedback and semi-annual Periodic evaluation reports	after signing the agreement till end of project



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		for expanding the experience to include other hotels, restaurants, and farms		
7	Mapping the benefits and transformation of Circular Economy Business Models	Mentioning and highlighting the positive consequences like reducing the amount of waste, infectious diseases, and using less land area to push Aqaba region a step forward to Sustainability	Semi-annual and final Reports	Continuous until end of project

### 3. FINANCIAL INFORMATION

The maximum available value of the contract is **15860 EUR** (Fifteen thousand, eight hundred and sixty Euros).

### 4. ADDITIONAL INFORMATION

Tenderers must meet at least the following eligibility requirements:

- Tenderer is preferably to have a PhD Degree in the area of solid waste management or any other relevant field. An MSc in solid waste management is a must. The Tenderer must provide all academic certificates with this technical offer.
- Tenderers must have at least 10 years of relevant technical experience related to solid waste management.
- Tenderers must have solid Experience in Organic and/or food waste management and treatment. This experience must be highlighted in the submitted CV.
- Tenderers must have solid knowledge in composting technology optimization. This experience must be highlighted in the submitted CV.

**The award criterion is:**

- <best value for money, weighting 80% technical quality and 20% price.

Offers will be evaluated based on the following

Technical Offer:	80%
<ul style="list-style-type: none"> <li>- Methodology (quantitative &amp; qualitative)</li> </ul> Clarity of the methodology Adaptability of the methodology to the given context Appropriateness of the methodology to achieve the objectives Feasibility of the methodology	35%
<ul style="list-style-type: none"> <li>- Action plan (Breakdown activities &amp; Timeline)</li> </ul> Details and organization of the approach Convenience of the timescale and resources	25%
<ul style="list-style-type: none"> <li>- Academic Qualifications</li> </ul> MSc in solid waste management or relevant fields is a must.  PhD Degree in the area of solid waste management or any other relevant field is preferred	10%
<ul style="list-style-type: none"> <li>- Past Experience</li> </ul>	10%

<p>Experience in in the sector of Environment, ideally in Solid Waste Management.</p> <p>At least 10 years of technical experience</p> <p>Recent performance history on similar projects.</p>	
<p>Financial offer (Total mandates/ Daily rate)</p>	20%
<p>Total</p>	100%

The successful and unsuccessful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is five days working days from the deadline for submission of the tenders.

## 5. FORMAT OF CONTRACT

**CONTRACT TITLE:** <title of the contract>

**REFERENCE:** <reference number>

Concluded between:

EDAMA Association for Energy, Water and Environment.

1st floor, 8- Yousef El Sukkar Street | P.O.Box 445 Amman 11831 Jordan

Represented by: Dr. Duried Mahasneh

AND

<Name of the contractor>

<Address of the contractor>

Represented by: <name of legal representative><position>

### **Article 1: Subject of the contract**

The subject of the contract is services as indicated in the contractor's offer.

### **Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: XXX EUR

### **Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor's offer as provided in the tendering phase (see documents in "Part B: Format of offer to be provided by the tenderer")
- Any other supporting documentation if applicable (in case of request for registration of company, compliance with tax obligations or other documentation)

### **Article 4: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor's offer. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.



When		<EUR/UAH/BYN>
At the signing of contract	Initial pre-financing payment	<30% of the contract value>
< After completing Task no. 5	Interim payment	<45% of the contract value>
<upon successful delivery of Task no. 7	Balance payment	<25% of the contract value>
<b>Total</b>		<100%>

(in the case of service contracts) The contractor will provide contracting authority with the report on execution of the services.

### **Article 5: Duration of the contract**

The duration of the contract till the end of project (from signing the contract till month 30 of the project)

## Article 6: Cancellation of the contract

The contract can be suspended by the Contractor if the contracting authority does not fulfil payment and other obligations.

The contract can be terminated by the contracting authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

## Article 7: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of (specify responsible court or arbiter body in accordance with the national legislation of the state of the contracting authority).

For the Contractor

Name:

Position:

Signature :

Date :

For the contracting authority

Name:

Position:

Signature :

Date :