

Mediterranean Dialogue for Waste Management Governance (MED4WASTE)

(C_B.4.2_0034-2)

Senior Communication Officer 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 “Mediterranean Dialogue for Waste Management Governance”

EDAMA Association launches a call for a Senior Communication Officer under Med4Waste project.

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: MED4WASTE.

Full title: Mediterranean Dialogue for Waste Management Governance.

Thematic objective: Environmental protection, climate change adaptation and mitigation (Address common challenges in environment).

Priority: Reduce municipal waste generation and promote source separated collection and the optimal exploitation of its organic component.

Donor: ENI CBC MED-EU.

Partners: University of Vic – Central University of Catalunya, Spain, Jordan, Lebanon, Italy, Spain, Tunisia, and Greece.

Project Duration: 24 Months.

Project Start Date: 1st October 2021 - **Project End Date:** 30th September 2023.

MED4WASTE aims to facilitate new governance models for integrated & efficient urban waste management (WM) policies across the Mediterranean, with particular emphasis on organic waste & circular economy (CE) which can be done through:

- 1- To build on and improve existing knowledge to foster capitalisation of social innovative, integrated, and efficient practices from public, private, and social sectors in waste management across the MSB, with special focus on waste prevention, circular economy practices and on the organic component.
- 2- To offer guidance and training for public administrations and relevant private and social stakeholders, to apply transferring actions and exploitation measures and to support planning, adapting, and re-addressing of waste management plans, policies and other management actions and normative drivers.
- 3- To support dissemination of results and increase awareness among key stakeholders, promote cross-border and cross-sectorial networking and foster long-term commitment of decision and policy makers promoting an environmental, socio-economic, and institutional transition towards green growth in the Mediterranean Sea Basin.

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: Duaa Ayasrah

Title of the tender: Senior Communication Officer

Reference number: C_B.4.2_0034_2

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.

ToR Timeline:

Milestone	Date	Time (Jordan's time)
Release of ToR	21/02/2022	12:00
Deadline for questions	23/02/2022	14:00
Release answers	27/02/2022	14:00
Deadline for offers	03/03/2022	14:00

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).

The message will clearly indicate:

Title of the tender

Reference number

Name of the tenderer

The tenders must be submitted using the double system, i.e. one bearing the words 'Email A - Technical Offer – Med4Waste - C_B.4.2_0034-2" and the other 'Email B - Financial Offer - Med4Waste - C_B.4.2_0034-2"', and the financial offer will be protected with password. 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 case the tenderers passed the technical evaluation, an email will be sent to the Tenderers who passed the technical evaluation requesting for the password of the financial offer.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below during the project's life cycle.

- 1- Review the communication and dissemination strategy and the guideline.
- 2- Attend the project's meetings.
- 3- Create web and social media contents addressed to the project target groups to be published in website as well as the project's social media accounts.
- 4- Ensure the coherent implementation of the communication strategy and communication guidelines.
- 5- Monitor the effectiveness of the communications strategy by collecting data and assessing it against the KPIs indicated in the Communication and Dissemination Strategy
- 6- Review the communication reports that will be submitted to the project lead.
- 7- Ensure the organization of the local events following the sustainability criteria.
- 8- Provide strategic input and recommend amendments to the Strategy and guidelines where/if needed.
- 9- Ensure branding and visibility guidelines are adhered to.


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- 10- Identify and recommend ideas for awareness campaigns and initiatives such as public meetings and events, participatory thinking workshops, and other interactive forms of information dissemination under WP2 and WP3.
- 11- In coordination with the Project Lead, Communications Lead, and other communications professionals (where relevant), design and implement such awareness-raising activities (see point 10 above).

3. FINANCIAL INFORMATION

The maximum available value of the contract is **13,200 EUR** (Thirteen thousand and two hundred Euros) as a total of **52** days.

4. ADDITIONAL INFORMATION

Tenderers must meet at least the following eligibility requirements:

- Have a minimum of bachelor's degree in Media and Communication, Political Science, Journalism, Public Relations, management, or any relevant field. The Tenderer must provide the academic certificates with their technical offer.
- Tenderers must have at least 6 years of relevant technical experience and have the experience in working with NGOs and/or donor-funded projects.
- Experience in more than one target country is a plus (Jordan, Lebanon, Cyprus, Greece, Tunisia, Italy, Spain).
- Tenderer must have experience managing at least one other staff member.
- Familiarity with waste management, water, energy and/or environment-focused initiatives is a plus.
- Tenderers must have solid knowledge in awareness raising campaigns, events' management, and implementation of the communication activities for diverse audiences. This experience must be highlighted in the submitted CV.
- Knowledge of one or more local languages desired, Fluency of English is required.
- Experience designing and implementing innovative awareness raising activities.
- Familiarity designing communications and outreach activities for public, private, and NGO sector representatives, as well as women and youth.
- Relationships with local press and media representatives highly desired

The awarding criteria is:

Offers will be evaluated based on the following

Technical Evaluation:	<ul style="list-style-type: none"> - Academic Background – 25% - Minimum 6 years of experience in communications – 10%
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	<ul style="list-style-type: none"> - Experience working with NGOs and/or donor-funded projects – 5% - Experience designing and implementing innovative awareness raising activities – 10% - Other relevant experience highlighted in CV (language, management, etc.) – 30%
Financial offer	Lowest Price – 20%

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 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:

Monthly basis for the project duration and as a total of 52.8 days.

Article 5: Duration of the contract

The duration of the contract fill the end of 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 :