<table>
<thead>
<tr>
<th>Assignment</th>
<th>Establishment of a Women’s Training and Empowerment Center and Programme in Jerash Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Start Date</td>
<td>30 September 2020</td>
</tr>
<tr>
<td>End Date</td>
<td>30 September 2021</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Youth and adolescent development programme officer</td>
</tr>
</tbody>
</table>

1. JUSTIFICATION/BACKGROUND

Jordan has one of the youngest populations in the world, with 63 per cent of its population under the age of 30. Unemployment rates for young people are comparably high, as 38 per cent of the 20 to 24-year-old group are unemployed. At the same time, 53 per cent of the 15 to 19-year-old workers are employed in the informal economy.

Young people In Jordan view economic engagement as their main priority, but securing employment takes up to three years on average\(^1\). The situation for women and non-Jordanians is even more challenging. Jordan has the fourth lowest female labour force participation rate in the world, with women’s unemployment standing at 27.5% compared to 17.1% for males\(^2\). Non-Jordanians, including Palestinian and Syrian refugees, must find employment outside of closed professional sectors, which is challenging. An estimated 84 per cent of Syrian refugee youth are unemployed; those who secure either informal and formal income-generation are at increased risk of harmful or exploitative labour due to their status\(^3\). Ex-Gazans (Palestinians who were never granted Jordanian citizenship) also are among the most vulnerable people living in Jordan and are most affected by unemployment.

Young women face the double burden of their gender and age status in Jordan, which prevents them from accessing opportunities beyond formal education. Jordan is ranked 138 out of 153 countries in The Global Gender Gap Index in 2020, with a 145\(^{th}\) ranking in women’s economic participation and opportunity. Only 15.1% of women participate in the labor force, compared to 67.4% of men. Lack of access to income-generation and low labour force participation are indicative of financial exclusion of women in Jordan, which contributes to their global disempowerment.

Jerash camp, also known as Gaza camp, is the poorest among the ten Palestine refugee camps in Jordan, while it is also the fifth most populous\(^4\). One of the main factors contributing to the widespread unemployment in the camp is the national status of its residents, who have restrictions for their professional sectors of work\(^5\).

Ex-Gazans, who constitute around 90 per cent of the registered Palestinian refugees in the camp, are three times more likely to be among the poorest citizens in society, surviving on less than $1.25 per day\(^6\).

As Jordan begins to lift the COVID-19 nation-wide emergency lockdown, the economic landscape enters a critical phase of recovery to prevent a recession. However, for the most vulnerable communities and populations, the financial cost of the emergency is already prominent and expected to become protracted.

The Labour Observatory of Jordan projected that the COVID-19 emergency will propel the loss of 140,000 jobs, with projected declines in the livelihoods of 900,000 workers in the employment market. The population of Jerash camp, particularly vulnerable young women and men, have been significantly impacted by the COVID-19 lockdown and restriction measures – these consequences are likely to be exacerbated by the national economic situation for the coming months and years. The majority of households in the camps, whose income relied on daily wage work and non-essential sectors, have

---

3. [https://www.unrwa.org/where-we-work/jordan/jerash-camp](https://www.unrwa.org/where-we-work/jordan/jerash-camp)
4. [https://www.unrwa.org/where-we-work/jordan/jerash-camp](https://www.unrwa.org/where-we-work/jordan/jerash-camp)
5. [unrwa.org](http://www.unrwa.org)
6. ibid.
experienced decreased livelihoods. Lack of institutional cash and basic need support to this population through the lockdown further highlights the needs to focus interventions in this community to build economic resilience as part of COVID-19 recovery.

UNICEF Jordan Country Office seeks to support vulnerable young people’s transition to productive and resilience adulthood. Aligned with our ongoing technical and vocational education and training programmes to heighten the employability of marginalized youth, UNICEF seeks to establish a dedicated space and programme to serve the vulnerable young women of Jerash camp. Through the provision of training, a proportion of these young women will be able to secure income-generation through the production line, including for the development and manufacturing of a of a sustainable product based on the market’s needs.\(^7\)

The overarching objective of this programme is to support community wealth-building and economic resilience for young women in Jerash by creating a dedicated space for their technical skills-building to enhance their employability, as well as facilitate their employment through the establishment of a viable production line. The production line does not have to be limited to the manufacturing of a sustainable product based on the market’s needs but can produce other products depending on the market and the selected social enterprise’s capacity for production. The two approaches encompassed by this programme seek to produce sustainable livelihood opportunities for young women in Jerash camp, which will benefit their families and communities beyond the programme duration itself.

In order to ensure that the investment in this programme yields returns for the community in Jerash, the service provider is expected to conduct outreach within the Jerash camp community to identify women for participation in training, the establishment and operation of the centre, and the supervision of the sustainable product production line, which is expected to employ young women from Jerash. Focus on this population aligns with the UNICEF Jordan multidimensional vulnerability focus, as Jerash camp for ex-Gazans is considered an area of priority across education, social protection, and livelihoods in Jordan.

2. **OBJECTIVES, PURPOSES AND EXPECTED RESULTS**

i. **Objectives**

The objective of this consultancy is to:

Enhance the capacity of a local social enterprise to benefit the young women of Jerash camp, both through boosted employability and employment, through the social enterprise’s business expansion, as follows;

- Support with the establishment of a physical centre in Jerash camp to host training opportunities for local girls and women;
- Train 200 young women (17-24 years old) in at least 2 different technical and vocational or other skills-building courses;
- Launch a production line, including for the manufacturing of a sustainable product based on the market’s needs which will provide income-generating opportunities for at least 25 trained young female participants through external and online sales;
- The programme documents the direct and indirect benefits to the community of Jerash camp through qualitative and quantitative data collection.\(^8\)

---

\(^7\) UNICEF Jordan seeks for the collaboration with the service provider to establish a sustainable product that could be marketed and sold to external parties, both through stores and online platform. The product development is to be part of Deliverable 3: establishment of a sustainable product production line.

\(^8\) UNICEF Jordan will cooperate with the selected social enterprise to design appropriate tools to track the impact of the programme on its beneficiaries, in order to support the consultant’s development of the final report. In addition to this quantitative component, the selected social enterprise is expected to produce at least 3 case studies from the programme participants as part of the final report.
ii. **Purpose**

UNICEF seeks to request proposals to identify a suitable and qualified vendor to undertake the establishment of a women’s training and empowerment centre and programme for the vulnerable Palestinian refugee community in Jerash camp.

**Expected Results**

- One inception report is developed to outline the selected social enterprise’s business plan and model with the expansion of operation through the establishment of the women’s centre, including a mapping of the centre’s location in Jerash camp;
- One women’s training and empowerment center is established and fully furnished (approximately 120 square meters), including a training room, a workshop and cutting room, an office, and a multipurpose hall;
- One training of trainers (TOT) is conducted for at least 15 women to convey the knowledge to at least 200 young women in the camp for at least a month.
- 200 young women (17-24 years old) receive training in at least 2 different technical and vocational or other skills-building courses, such as embroidery for 10 months.
- 25 young women participate in a production line, including for the production of a sustainable product based on the market’s needs and receive an income.
- The investment in the enhanced employability and employment of young women in Jerash is documented throughout the project.

3. **DELIVERABLES**

<table>
<thead>
<tr>
<th>DELIVERABLES</th>
<th>DURATION (ESTIMATED # OF DAYS)</th>
<th>TENTATIVE DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>One inception report is developed to outline the selected social enterprise’s business plan and model, including a mapping for the center’s location in Jerash camp</td>
<td>7 days</td>
<td>2nd week of Oct</td>
</tr>
<tr>
<td>Mapping out, identifying and establishing a center in the camp.</td>
<td>7 days</td>
<td>2nd week of Oct 2020</td>
</tr>
<tr>
<td>Conduct outreach within the Jerash camp community to identify women for participation in training.</td>
<td>14 days</td>
<td>1st week of October 2020</td>
</tr>
<tr>
<td>One women’s training and empowerment center is established and fully furnished [approximately 60% of proposed budget]</td>
<td>30 days</td>
<td>5 November 2020</td>
</tr>
<tr>
<td>TOT is conducted for at least 15 women to convey the knowledge to at least 200 young women in the camp (17-24) for at least a month.</td>
<td>30 days</td>
<td>5 December 2020</td>
</tr>
<tr>
<td>200 young women (17-24 years old) receive training in at least 2 different courses [approximately 30% of proposed budget]</td>
<td>10 months</td>
<td>1st week of Jan 2021</td>
</tr>
<tr>
<td>Progress report is produced.</td>
<td></td>
<td>Monthly basis</td>
</tr>
<tr>
<td>25 young women are participating in the production line, including the production of a sustainable product based on the market’s needs and are receiving an income</td>
<td>30 days</td>
<td>March 2021</td>
</tr>
</tbody>
</table>

9 The inception report should also comprise of a strategy for sustainability beyond the year-long project. All equipment purchased for the project will belong to the selected social enterprise as part of the UNICEF Jordan social enterprise programme, which enables women and youth-led enterprises to build community wealth and economic resilience through self-employment.

10 The space will be rented by the selected social enterprise for operation.
A production line is established, including for the production of a sustainable product based on the market’s needs [approximately 10% of proposed budget]

One final report is produced, which include 3 qualitative case studies of the young women beneficiaries of the project

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 6</th>
<th>Month 7</th>
<th>Month 8</th>
<th>Month 9</th>
<th>Month 10</th>
<th>Month 11</th>
<th>Month 12</th>
<th>Month 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young women Outreach and Targeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One women’s training and empowerment centre is established</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 young women (17-24 years old) receive training in at least 2 different courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Progress report is produced.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A production line is established, including for the production of a sustainable product based on the market’s needs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 young women are participating in the production line, including the production of a sustainable product based on the market’s needs and are receiving an income.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Closure &amp; Grace Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Plan**

*First Payment: 25%* upon completion and acceptance of the following:
- One women’s training and empowerment centre is Identified.
- Renovation/ refurbishment plan are received and approved.
Second Payment: 25% upon completion and acceptance of the following:
- Inception report, outlining methodology and timeline
- Outreach conducted and women identified for participation in the training

Third Payment: 30% upon completion and acceptance of the following:
- 15 young women are enrolled in hands craft and embroidery TOT to convey knowledge to 200 women in Jerash Camp.
- Submission of progress report;

Fourth Payment: 15% upon completion and acceptance of the following:
- A production line is established, including for the production of a sustainable product based on the market’s needs.
- 25 young women are participating in the production line, including the production of a sustainable product based on the market’s needs, and are receiving an income.

Final Payment: 5% upon completion and acceptance of the following:
- 200 young women are trained in at least 2 different technical and vocational or additional skills-building courses;
- Final report, inclusive of 3 case studies

4. OFFICIAL TRAVEL INVOLVED

International and Local travel and airport transfers (where applicable) will be under responsibility of the contractor. All travel costs (international and local) should be planned properly in the technical proposal and included in the financial proposal. All logistics and costs of travel should be factored into the bid budget and be covered by the firm.

5. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

The women’s training and empowerment Center and programme is planned to be conducted by a national social enterprise. This include either an association or a home-based business or an enterprise.

a. Mandatory Requirements: Company

The social enterprise should provide evidence and documentation of relevant legal registration documents with the Ministry of Trade or Ministry of Labour of Jordan, which allows them to operate as a for-profit organization or social enterprise.

- A well-established social enterprise, which has extensive and proven experience in conducting similar work or assignment.
- The social enterprise should demonstrate expertise in product development and design, production for social development, and training.
- Previous experience in working with vulnerable communities in Jerash Camp is considered an asset, and understanding of the context in Jerash Camp is a must.

In addition, the profile of the social enterprise or team to deliver the service should have the following profile and qualification:

b. Mandatory Requirements: team composition

The bidder should be a social enterprise with a minimum of two years of experience in training and product development, as well as established credibility in the following areas:
• Staff with technical experience or training in training, production, and related fields;
• Proficiency in English (spoken and written) and Arabic (spoken and written) is required.
• Staff with demonstrated capacity and experience in production of a variety of products.
• The core team should have at least 7-10 years of experience in leading/conducting of similar scale and level of complex (CVs required)
• Combination of advanced degree in education, protection, international development, C4D and/or an associated field;
• Experience with and strong skills in quantitative and qualitative research and approaches;
• Team should include members with more than 5-year working experience (international and Arabic speaker) in the area of economic engagement for youth, and more than 2 year working experience (international and Arabic speaker) in the same area;
• Entrepreneurial Experience and support of local and social enterprises is desirable.
• Excellent analytical, report writing and communication skills in English and Arabic for some key members of the team;
• The contractors should have a well-structured organogram incorporating all functional service requirements i.e. Programme manager/coordinator, employment specialist, economic development specialists, and qualified trainers;
• CVs of all proposed team members should be shared.

6. CONTRACT MANAGEMENT

The contractor (service provider) will regularly report to the Youth and Adolescent Development Officer. The Youth and Adolescent Section at UNICEF Jordan Country office will be responsible for managing the contract. Overall supervision of the contract will fall on the Youth and Adolescent Development Officer.

7. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The contract will be based on the delivery of satisfactory deliverable as requested, based on agreed timeline, as specified by the deadlines for deliverables. The contractor needs to have in place a grievances mechanism, through for example, a dedicated call centre, that involved parties can contact to provide feedback on the services provided by the contractor. Such feedback needs to be shared and reported in the schedules of reports agreed with UNICEF in the deliverables linked to this contract.

All tasks have been delivered in a timely manner as indicated in the TOR/Contract. High quality of work and results achieved correspond to the specification of the TORs. Quality should be acceptable by UNICEF. Good communication with the programme beneficiaries, youth program officer, and other stakeholders whom the consultant will interact with.

8. FREQUENCY OF PERFORMANCE REVIEWS

The progress of work will be measured by adherence to deliverable deadlines. The contractor is expected to communicate with UNICEF Jordan on a weekly basis in regards to the progress of work via email communication, in order to ensure that all bottlenecks and challenges to obtaining the necessary information is addressed in a timely manner. The contractor’s performance will be evaluated on a monthly basis based on the indicators set forth above and as per deliverables agreed.

8.1 Reporting Requirements

Monthly reporting on progress of service delivery shall be delivered electronically in word and pdf format through e-mail to the UNICEF counterpart. The reports and documents shall be drafted in English. Other details can be found in the deliverable description.

8.2 Supervision

The contractor (service provider) will regularly report to the Youth Economic Engagement Officer. The Youth and Adolescent Section at UNICEF Jordan Country office will be responsible for managing the
contract. Overall supervision of the contract will fall on Sonia Ziadeh – Youth Economic Engagement Officer.

9. **UNICEF RECORE IN CASE OF UNSATISFACTORY PERFORMANCE**

UNICEF reserves the right to withhold payment and consolidated output until the contractor provide satisfactory quality output as reviewed by the project supervisor. In case of unsatisfactory performance, the payment will be withheld until quality deliverables are submitted.

10. **INDICATION THAT THE CONTRACTOR (SERVICE PROVIDER) HAS RECEIVED A COPY OF THIS DOCUMENT OR, ALTERNATIVELY, AN EXPERT OF RELEVANT PROVISIONS INCLUDING THOSE CONCERNING LEGAL STATUS, OBLIGATIONS AND TITLE RIGHTS.**

TORs will be shared with consultant as well as all needed references and resources.

11. **CALL FOR PROPOSALS**

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspect of the offer followed by the review of the financial offer of the technically compliant vendors. The proposals will be evaluated against the previous two elements, if another stage of proposals needed it shall be conducted.

**Technical proposal**

Applicants shall prepare a proposal as an overall response to ToR ensuring that the purpose, objectives, and deliverables of the assignments are addressed. All proposals to include (but not limited to):

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles/ CVs of the individual or team members listing similar experiences/assignments.
- Quality assurance mechanism and risk mitigation measures put in place
- Sample or example of similar projects done by the social enterprise.
- At least two references from a previous vendor

**Financial Offer**

- A financial proposal with a breakdown of all costs that are to be charged to UNICEF. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products.

12. **REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA**

70 Points technical + 30 points financial= 100 total

Submitted proposals will be assessed using Cumulative Analysis Method. All request for proposal will be weighed according to the technical (70 points) and financial considerations (30 points). Financial proposals will be opened only for those application that attained 49 points (70%) or above on the technical part. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

Below are the criteria and points for technical and financial proposals.
A. Company profile (10 points)

The social impact manufacturing programme is planned to be conducted by a woman or youth-led social enterprise. The social enterprise should demonstrate expertise in manufacturing and production, in addition to experience in business management and/or social entrepreneurship (10).

B. Technical Proposal

1) Overall Response and proposal (30 points)
   • General adherence to Terms of Reference and tender requirements. (10)
   • Elaborated and articulated understanding of scope, objectives and overall assignment requirements. (10)
   • Proposed methodology and approach meet or exceeds requirements (10)

2) Technical Capacity (30 points):
   ▪ The social enterprise meets the defined qualifications such as minimum years of proven and relevant experience. (5)
   ▪ The social enterprise is registered in Jordan as an enterprise. (5)
   ▪ The social enterprise has previously conducted similar work with evidence (10)
   ▪ Quality assurance mechanism and risk mitigation measures are in place (10)

*Technical score: 70% of 70 points = 49 points*

C. Financial Offer

A separate Financial Offer detailing all activity expenses and logistics should be submitted under this section. The financial offer (this section) should be submitted on a separate from the Technical Capability and Schedule information. Only those financial proposals will be opened which have been technically accepted according to the above criteria.

*Total Financial 30 points*

The Contract shall be awarded to a bidder obtaining the highest combined technical and financial scores. Proposals not complying with the terms and conditions contained in this ToR, including the provision of all required information, may result in the Proposal being deemed non-responsive and therefore not considered further.

In addition, the social enterprise should consider the following in the submission:

A. The financial statements of last two years
B. A copy of Company’s certificate of legal registration.
C. Company’s UN Global Marketplace (UNGM) registration number.
   The company is requested to register for, at the very least, Basic and Level 1 stages. For registration and instructions on how to, kindly refer to the UNGM site:
   https://www.ungm.org/

13. OTHER CLAUSES: PSEA LANGUAGE

Consistent with the UN Secretary General’s Bulletin related to “Special measures for protection from sexual exploitation and sexual abuse” (ST/SGB/2003/13), entities and individuals entering into cooperative agreements with an agency of the United Nations are obligated to “take preventative measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred.” Failure to do so “shall constitute grounds for termination of any cooperative arrangement with the United Nations.” The Contractor is expected to have in place explicit policies related to the prevention of sexual exploitation and abuse of beneficiaries, including commitment to the IASC 6 Core Standards (IASC/2002), and the investigation of such cases. Where the contractor does not have sufficient capacity for the investigation of such cases, it should request the support of UNICEF. Reasonable suspicion of sexual exploitation or abuse of beneficiaries may be reported by any individual to UNICEF if the complainant so prefers.
GENERAL CONDITIONS (PROCEDURES AND LOGISTICS)

1. The selection process for the social enterprise will strictly follow UNICEF’s internal procurement rules
2. UNICEF will provide assistance where possible for necessary access and permits required for the work
3. UNICEF may request that the social enterprise to submit aggregate data collected from online consultations and any other material related to the implementation of the services.

UNICEF will not provide office space to the team. All requirements including venues for workshops, transportation, visa, health insurance, secretariat services, interpreter, translator, etc., will not be covered by UNICEF. UNICEF office may provide (if required) any documentation, letters to government, etc., to make sure that the assignment is completed successfully. However, this will not relieve the contractor from its responsibility.

ENQUIRIES: Please direct any enquiries to the contact details indicated on the tender document

Proposals with all supporting documents should be addressed to:

UNICEF Jordan Bids
Jordanbids@unicef.org