

TECHNICAL SPECIFICATIONS FOR THE INTERNATIONAL CONTRACTING OF TECHNICAL ASSISTANCE FOR THE STRENGTHENING OF CIVIL SOCIETY AND MONITORING OF GRANTS IN THE FRAMEWORK OF THE QUDRA 2 PROJECT, AECID COMPONENT, IN AMMAN, HASHEMITE KINGDOM OF JORDAN.

1. PURPOSE OF THE SPECIFICATIONS

The purpose of these Specifications is the international contracting by Empresa de Transformación Agraria, S.A., S.M.E., M.P., (hereinafter referred to as "**TRAGSA**"), of technical assistance (hereinafter referred to as "**TA**") to carry out the strengthening of civil society and the monitoring of grants in the 6 municipalities of the Governorate of Mafraq: Hosha, Great Mafraq, Basileh, Rehab, Bani Hassam and Sahan, where the Qudra 2 project implements its actions, to be awarded by simplified open contracting procedure abroad.

These specifications govern the contract, its content and effects. These conditions will apply to the entire service and will be supervised and evaluated by TRAGSA's technical staff. The mere submission of an offer implies the acceptance of the conditions established by TRAGSA, as well as its knowledge and understanding.

2. PROJECT QUDRA 2

On 20th May 2019, the European Commission decided to launch a cooperation programme with Jordan, Lebanon, Turkey and Iraq, which would take the form of the *QUDRA Action 2- Resilience for Refugees, IDPs, Returnees and Host Communities in response to the protracted Syrian and Iraqi crises. Madad. Jordan* under the framework of the 2019 Annual Action Programme, and which is funded by the EU Regional Trust Fund in response to the Syrian crisis (EUTF Syria), (TF-MADAD/2019/T04.200), as well as co-financing from its partners, Germany and Spain.

As a result of the refugee crisis caused by the conflict in Syria, neighbouring countries such as Lebanon and Jordan host the highest number of registered refugees per capita. Conditions for Syrian refugees across the region are extremely difficult, with the majority living in urban, peri-urban and rural areas where they are increasingly vulnerable and suffer from an extremely high poverty rate.

The QUDRA 2 project aims to contribute to mitigating the destabilising effects of the Syrian refugee crisis and to better respond to the needs of the local population and refugees. The Spanish Agency for International Development Cooperation (AECID), through TRAGSA, focuses as implementing entity on component 3 of the project, related to the following specific objective:

3. Support the capacities of governmental institutions and civil society organisations to provide transparent and inclusive basic services.

The expected outcomes for this specific objective are:

1. Community projects are implemented, financed by a provincial or municipal Development Fund;
2. The capacities of governmental institutions are strengthened both individually and organisationally;
3. The capacities of local organisations/institutions are strengthened individually and organisationally.

Jordan is undergoing a process of decentralisation, and municipalities are the institutions most directly involved in the provision of basic services, taking a leading role in local development. The culture of civic engagement and civil society participation is incipient in Jordan, but it is stronger on a municipal level than other levels, and this is reflected in the local development plans of these municipalities. Therefore, it seems more appropriate to take into account the visions of communities locally. Consequently, within the framework of Qudra 2, AECID will aim to strengthen the country's resilience by strengthening the primary service provider, which is the municipality.

The Mafraq region is among the most affected by the Syrian crisis in the country, and also one of the areas with recorded cases of COVID-19, with isolation measures having had harsh social and economic consequences, particularly affecting the most vulnerable and weakest social groups, including refugees.

Most of the neighbouring municipalities are small in size and population, have a high number of refugees and are among the most underdeveloped areas in the country. Municipal budgets are mainly spent on energy, waste and salaries; other aspects such as infrastructure or social service provision are not addressed. Moreover, capacities for planning, management and delivery of these services are weak.

Therefore, AECID's action will focus on the creation of a grant scheme for participatory community support projects and capacity building of governmental institutions and civil society actors on an organisational and individual level in six municipalities in the governorate of Mafraq: Great Mafraq, Basilieh, Mashiet Beni Hasan, Sarhan, Rahab and Hosha. The grants will be proposed by civil society organisations, and should address municipal needs, aligned with local development plans. To this end, their needs and Local Development Plans must be updated, also taking into account the new situation due to the COVID-19 crisis.

3. SERVICE DESCRIPTION

International contracting of technical assistance to carry out capacity building and grant monitoring for civil society organisations in Jordan under component 3 of the *Qudra 2- Resilience for Refugees, IDPs, Returnees and Host Communities* project in response to the protracted Syrian and Iraqi crises. *Madad. Jordan.*

The TA will carry out the following tasks:

- Technical and administrative support to the Qudra 2 Programme Manager in the monitoring of civil society projects implemented in the 6 municipalities of the Governorate of Mafraq.
- Accompany civil society organisations in the municipalities in the creation of proposals that can be implemented within the framework of the Qudra 2 project.

- Ensure that projects approved for implementation by civil society in the municipalities align with the Action Plans of each municipality and with the outcomes and requirements of Qudra 2.
- Articulate and facilitate communication between civil society in the municipalities and municipal governments, as well as with other beneficiaries in the working municipalities.
- Prepare the technical reports necessary for the correct implementation, monitoring and justification of each grant awarded to civil society organisations in the municipalities.
- Ensure the correct execution of funds in accordance with donor requirements.
- Update and archive the necessary documents related to the implementation of the project.
- Prepare, organise and participate in monitoring and accountability meetings between beneficiaries, municipalities, civil society organisations, partners and Qudra officers.
- Carry out regular visits to the projects implemented by civil society as well as to the municipalities in which they are carried out and advise the beneficiary partners in the implementation process to ensure proper execution and compliance with the donor's technical and financial requirements.
- Accompany and advise partners and beneficiaries in the elaboration of monitoring reports of approved projects.
- Work together with the financial team of the Qudra 2 programme in such a way that technical and financial implementation are aligned and meet the donor's requirements.
- Coordinate with Qudra 2 programme and project managers, as well as with the rest of the technical team.

The TA will assign staff who meet the following requirements:

- ✓ **Profile/Training required:**
 - University degree (Bachelor's degree) in Social Sciences.
- ✓ **Language skills of the staff assigned to the implementation of the TA:**
 - Excellent written and spoken English (minimum level B2 of the European Framework of Reference for Languages). Good writing, synthesis, analysis and communication skills.
 - Excellent communication skills in written and spoken Arabic. Good writing, synthesis, analysis and communication skills.
- ✓ **Skills/work experience which would be an asset:**
 - At least 4 years of professional experience in international development cooperation.
 - Experience in the design, implementation and monitoring of international cooperation projects in Jordan.
 - Experience in international cooperation projects or other EU projects.
 - Professional experience in working with civil society in Jordan.

Deliverables:

The technical assistance, every month, must submit a report indicating:

- The progress in the fulfilment of the objective “Qudra JO 3.1 Grant Scheme for participatory community support projects” about the projects implemented by civil society for each working municipality.
- The progress in the chronogram and indicators corresponding to each municipality and the projects implemented by the beneficiary civil society. For this purpose, it will use the corresponding template of Monthly monitoring and following up activities and indicators of the project Qudra 2.
- The challenges and steps to be taken to achieve the objectives established in the projects to be carried out by the civil society organisations.
- Activities carried out during the reporting period.

In addition, the TA will submit the reports requested by the actors involved in the project.

Working language:

The working languages are Arabic and English. All documents as well as associated annexes will be submitted in both Arabic and English.

Place of work:

The TA will take place in the 6 municipalities of Mafraq Governorate in which the project is implemented, namely: Hosha, Great Mafraq, Basileh, Rehab, Bani Hassam and Saham. However, given its responsibilities and in order to respond to operational needs, the TA will have to travel to the city of Amman, where the project offices are located.

Duration of the contract:

The contract will end on 31/08/2022 and may be extended by mutual agreement of both parties.

4. PRESENTATION OF THE BID

The bid must be drawn up and submitted in English.

The bidder must submit a single envelope containing the financial bid, accompanied by the following documents:

- Financial bid (Annex 1).
- Detailed CV in English of the staff assigned to the development of the TA.
- University degree.
- Statement of compliance (Annex II), accompanied by a list of the work actually carried out during the last three years by the bidder, indicating:
 - client for whom the work has been carried out.
 - description of the work.
 - period of execution of the works.
 - amount of the work.

5. CONTRACT BUDGET

The maximum global tender budget is not determined as it is conditioned by the number of units finally required, although, for guidance purposes only, it is estimated that the total amount of the contract, during the first year, could reach a total sum of SEVEN THOUSAND FIVE HUNDRED AND FIFTEEN DOLLARS AND FIFTY-SIX CENTS (USD 7,515.36) including taxes, equivalent to approximately SIX THOUSAND EIGHT HUNDRED EUROS (€6,800) (exchange rate 04/04/2022= 1.1052 euro/dollar).

However, maximum tender prices per unit are established and are incorporated in the Table of Units and Prices below.

TABLE OF UNITS AND PRICES

CONTRACT UNITS	No. Units	Unit Price € (euros)	Unit price USD (USD)	Total USD	Total EUROS
Monthly fees	4	1,700	1.878,84	7,515.36	6,800
Subtotal				7,515.36	6,800
Taxes				N/A	N/A
Total				7,515.36	6,800

The project is tax exempt as it is a development cooperation project.

Bids that exceed the unit prices indicated above will not be accepted. Bids that merely indicate an overall or total valuation of the works will not be considered valid.

The Estimated Tender Budget amounts to SEVEN THOUSAND FIVE HUNDRED AND FIFTEEN DOLLARS AND THIRTY-SIX CENTS (USD 7,515.36) equivalent to approximately SIX THOUSAND EIGHT HUNDRED EUROS (€6,800) (exchange rate = 1.1052 euro/dollar).

The estimated value of the contract (including any amendments and extensions leading to an increase in the total amount) amounts to THIRTY THOUSAND AND SIXTY-ONE DOLLARS AND FORTY-FOUR CENTS (USD 30,061.44), equivalent to TWENTY-SEVEN THOUSAND TWO HUNDRED EUROS (€27,200) (exchange rate = 1.1052 euro/dollar)

In the event of an arithmetical error in the total evaluation of the bid, the unit prices offered will be taken into account.

	DOLLARS	EUROS
ESTIMATED TENDER BUDGET (*)	7,515.36	6,800
MODIFICATION (10%)		
EXTENSIONS ENTAILING AN INCREASE IN AMOUNT	22,546.08	20,400
ESTIMATED CONTRACT VALUE	30,061.44	27,200

Total extensions: A possible extension of 12 months is envisaged. The estimated value of this extension is TWENTY-TWO THOUSAND FIVE HUNDRED AND FORTY-SIX DOLLARS AND EIGHT CENTS (USD 22,546.08), including tax, equivalent to approximately TWENTY THOUSAND FOUR HUNDRED EUROS (€20,400) (exchange rate = 1.1052 euro/dollar).

Total Modifications: No changes are foreseen.

The budget will be given in figures and letters. If there is a difference between the value in figures and the value expressed in letters, the value in letters will prevail.

It will be understood that all ancillary or complementary costs necessary for the correct execution of the work required in accordance with the provisions hereof are reflected in the unit prices.

6. INVOICING AND PAYMENT:

Invoicing and payment will be on a monthly basis. Payments will be made upon receipt of the corresponding deliverable.

Throughout the duration of the contract, the TA must issue four (4) invoices according to:

- 25% of the total amount after delivery and validation of the documentation required in deliverable 1.
- 25% of the total amount after delivery and validation of the documentation required in deliverable 2.
- 25% of the total amount after delivery and validation of the documentation required in deliverable 3.
- 25% of the total amount after delivery and validation of the documentation required in deliverable 4: final report.

All fees, taxes and deductions must be indicated in the invoices. Legal invoices must be issued in Jordan, including taxes and duties, payable by the TA, in the name of TRAGSA.

The total amount of the invoice must be paid by bank transfer within 10 days following the date of acceptance by TRAGSA. TRAGSA will be responsible for commissions generated by its bank in Spain, while commissions and expenses generated by the recipient's account in Jordan will be borne by the TA.

TRAGSA reserves the right to withhold or not to pay invoices for work not performed or work performed incorrectly, deficiently, insufficiently or not in accordance with the provisions set out herein. The payment of invoices is subject not only to the validation of the reports, but also to the correct execution of the tasks described herein.