

REQUEST FOR PROPOSAL

(Contracting an expert in community awareness, targeting women, parents, representatives of local associations, and youth and women leaders in the targeted governorates (Amman/East Amman and Zarqa)

No (4)

Under

(Inspiring Girls and Grassroots Networks For Inclusive and and Transformative Education)

Funded By

[Rene Moawad Foundation]

[CSOJ-06]

RFP Release Date:	16-9-2025
Performance Period:	During October and November 2025
Proposal Submission Deadline:	24-9-2025
Question/ Inquiry Submission Deadline:	21-9-2025

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I. INTRODUCTION

A. COMPANY BACKGROUND

Solidarity Is Global Institute- Jordan is a non-profit organization established in Jordan with the aim of promoting women's rights and gender equality at legal, social, and economic levels. Since its establishment, the Institute has been implementing programs and projects designed to empower women, protect their rights, and support civil society through awareness-raising, training, and legal and social support. Tadamun is also committed to collaborating with national and international institutions to strengthen policies and practices that achieve justice and equality, and provide protection for women and girls across all sectors.

B. PROGRAM BACKGROUND

Provide direct support to girls and their families to remove individual, familial, and societal barriers to education, and deliver protection services by working directly with schools and other national institutions. The aim is to improve the quality of support for adolescent girls in schools, with a focus on issues affecting them, such as early marriage, domestic violence, and other relevant challenges.

II. PURPOSE

To conduct 8 awareness workshops (4 in Zarqa and 4 in Amman) addressing diverse community issues, including gender-based violence and its impact on the physical and mental health of children, especially adolescent girls; early marriage from legal, social, and health perspectives; the role of families and mothers in providing support and protection, particularly for adolescent girls; and other topics related to communication and conflict resolution skills.

A. SCOPE OF WORK

Number of workshops: 8 sessions (4 in Amman, 4 in Zarqa)

Duration of each workshop: 1 day (5 working hours)

Target group and number of participants: Mothers, parents, representatives of local associations, and female and youth leaders in the targeted governorates, totaling 120 participants with an average of 15 participants per workshop

Implementation period: October–November 2025

Number of qualified facilitators to be contracted: 4 facilitators (2 from Amman, 2 from Zarqa)

B. DELIVERABLES

1. Develop awareness materials covering all topics included in the assigned tasks.
2. Conduct the awareness sessions according to a clear and structured timeline.

III. CONTRACT MECHANISM & TERMS OF PAYMENT

Solidarity is Global Institute anticipates issuing a consultancy contract to an offeror for the implementation of community awareness activities targeting women, parents, representatives of local associations, and youth and women leaders in the targeted governorates (Amman/East Amman and Zarqa), under the “Children’s Rights Clubs” project funded by the Rene Moawad Foundation, Lebanon.

Upon acceptance of all services delivered: ...one hundred percent (100%) of the total amount of this Contract, shall be paid within a maximum of one (1) month after the delivery of the products and after submission of a request supported by the invoice issued by the Supplier.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror’s risk. Interested Offerors must provide the following:

1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following: *(Illustrative only; insert detail and page numbers for any item selected [see instructions])*

- a. Organization Overview
- b. Capabilities Statement
- c. Project Approach
- d. Partner/Subcontractor
- e. Website
- f. Activity (work) Schedule
- g. Monitoring & Evaluation plan

2. PROJECT STAFFING

Identify the project staffing and the percentage of the time each will spend on this activity. Include no more than a half-page bio sketch for each individual considered essential for the successful implementation of this contract.

3. COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate, sealed envelope (or separate file, if submitting via email) labeled “Budget Proposal.” The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in the currency in which your organization is located and will be paid; please label your budget with the name of the currency. (the organization) reserves the right to request any additional information to support detailed cost and price.

(Insert any options from instructions [non-U.S. solicitations; sample budget format language, budget breakdown])

4. REFERENCES

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical and price proposals shall be separately bound and identified as such (or sent via email). Each volume shall be clearly identified with the RFP number and the Offeror's name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Offerors must submit (insert number) of original and (insert number) copies of the proposal in the following formats (*insert format*) to:

Solidarity Is Global Institute-Jordan
(Amman / Jordan - Wasfi Al-Tal St. (Gardens) Real Estate Development
Complex No. 145/ 4th floor 408

-)

Attention: Roa'a Al-Nusairat

Email: info@sigi-jordan.org

Faxed offers are not acceptable.

2. All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

	Contractual	Technical
Name:	Roa'a Al-Nusairat	Roa'a Al-Nusairat
Email:	info@sigi-jordan.org	info@sigi-jordan.org

3. **Solidarity Is Global Institute** will not compensate Offerors for their preparation of responses to this RFP.

V. CRITERIA FOR EVALUATION

Solidarity Is Global Institute-Jordan will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Total Possible	pts	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Price (local currency)	50%						
Past Performance/ References (at least three references)	10%	pts					

Sample of training materials	20%	pts					
Practical Experience: A minimum of 3 years of experience in community awareness on human rights, protection, and education from a gender perspective.	10%	pts					
Educational Qualification: A degree in one of the following fields: Law, Guidance/Counseling, Public Health, Psychology, Social Work, or any related field.	10%	pts					
Total Score	100		0	0	0	0	0

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to **Solidarity Is Global Institute-Jordan**

VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at Solidarity Is Global Institute as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified. A formal contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will begin work on the project.

VII. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to **Solidarity Is Global Institute- Jordan** or its employees/agents, or if it is in the best interest of **Solidarity Is Global Institute-Jordan**

B. MODIFICATION OF RFP REQUIREMENTS

Solidarity Is Global Institute-Jordan retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. Solidarity Is Global Institute-Jordan reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

Solidarity Is Global Institute-Jordan may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. Solidarity Is Global Institute-Jordan may reserve the right to waive any minor discrepancies in a proposal.

Solidarity Is Global Institute-Jordan reserves the right to issue an award based on the initial evaluation of proposals without discussion. Solidarity Is Global Institute-Jordan also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for **60 days** from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in (*Jordan*), (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics

G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of Solidarity Is Global Institute-Jordan and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

VIII. ATTACHMENTS

Appendix A: Sample Budget Format

Appendix B: Technical Proposal Submission Sheet

USE THE FOLLOWING TABLE FOR YOUR FINANCIAL PROPOSAL

TITLE OF THE OFFER AS IN THE PROPOSAL REQUEST:

Name:

Date:

Items	Unit	Description and Specifications	Quantity	Price per unit with tax (Jod)	Total price with tax (Jod)
1	Four Facilitators	Each facilitator will conduct 4 workshops, and each workshop lasts 2 days, which means each facilitator will work for a total of 8 days.	8 days for one facilitator	Price of One day -----	One day*8 (for an individual) -----
	task	Develop awareness materials covering all topics included in the assigned tasks. Conduct the required awareness sessions according to a clear timeline. Submit a report for each workshop.	1	As one task	
Estimated Total Cost					

SIGNATURE AND STAMP

Title of the proposal:

Name:

Date:

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	
RFP Title:	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is -----days/weeks/months from the time and date of the submission deadline.

Signature and stamp