

Call for Proposals:

Terms of Reference: Conducting Participatory Rapid Appraisal (PRA) within the project: Orientation and training program for Beneficiaries of Cash for Work (Improvement of Green Infrastructure in Jordan through Labour Intensive Measures) project

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Introduction:

DVV International (DVV I) is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany.

As the leading professional organisation in the field of adult education and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 45 years. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education.

In the Period 01.12.2019 – 30.06.2020, DVV International will implement the Orientation and training program for Beneficiaries of Cash for Work (Improvement of Green Infrastructure in Jordan through Labour Intensive Measures) project on behalf of GIZ funded by German Federal Ministry of Economic Cooperation and Development (BMZ).

The Project: Orientation and training program for Beneficiaries of Cash for Work

Jordan is one of the countries mostly affected by the Syrian crisis. According to UNHCR, Jordan hosts almost 655.000 Syrian refugees, most of them in local communities in Amman, Mafraq, Irbid and Zarqa governorates.

Despite major international support, refugee crisis still stays one of the main challenges the country is facing. Numbers of national and international actors are supporting a variety of activities aiming to provide perspectives and to improve the living conditions of not only refugees, but also Jordanians from hosting communities.

The current project's actions are focusing on development of a clear understanding about the importance of the learning itself. Through orientation sessions DVV International team will help project's beneficiaries Syrians and Jordanians, to develop understanding of the reality surrounding them and to see the learning as well as involvement in the Cash for

Work project as an opportunity to change its own reality and to develop new personal opportunities. The project will also help beneficiaries to be more integrated in the social and economic life of their communities and to contribute to the local development. During orientation, beneficiaries will undergo empowerment and emancipation process and develop a sense for civic participation.

The project seeks to increase employment and/or self-employment opportunities of beneficiaries involved in the project through the combination of orientation sessions and vocational training, training on development of local business initiatives and community serving micro environmental initiatives in Mafraq (Um Al Jmal, Sarhan), Irbid (Maru, Yarmouk), Zarqa (Jannaa'ah).

The objective of the PRA:

The project focuses on developing of active labour market services for Beneficiaries of Cash for Work (Improvement of Green Infrastructure in Jordan through Labour Intensive Measures). The needs assessment using Participatory Rapid Appraisal (PRA) tools supposed to allow obtaining of a better understanding for the reality of local communities and the job opportunities related to environmental development, which actually will help the project's beneficiaries to have better understanding to self-orientation while searching for suitable jobs in their communities related, but not limited, to green jobs.

The project will target 260 Syrians and vulnerable Jordanians of the following 5 communities: Um Al Jmal and Sarhan in Mafraq; Maru and Yarmouk in Irbid; and Jannaa'ah in Zarqa. At least 20% of beneficiaries will be women.

Scope of Work and guiding questions for the PRA

The selected Experts should conduct the PRA in the selected locations in cooperation with DVV International project team in Um Al Jmal and Sarhan in Mafraq; Maru and Yarmouk in Irbid; and Jannaa'ah in Zarqa.

The duration of the need assessment will be seven days in every of the five targeted communities and as follows:

- Team preparation-1 day,
- Field work 3 days,
- analysis of results 1 day,
- writing the report 1 day,
- Report presentation/ validation workshop 1 day

The needs assessment will be implemented within 10 weeks (seven weeks with brakes). However, the assessment will be done governorate after governorate.

The **PRA** report is supposed to provide information on the following aspects:

- A description of reality and prevailing socio-economic relations
- A list of skills that job seekers need in the research area
- A list of resources and needs in the community that can help develop jobs\ businesses
- Local opportunities for potential businesses
- Challenges to consider for job seekers
- Local development needs

Indicative Timetable

Step	Timeline
Deadline for proposals	05.01.2020
Allocated budget	15.000,-€

Tasks of the expert

The consultant (for each country individually) will be requested to fulfil the following tasks:

- Methodological design and planning of the research in communication with DVV International offices;
- Design of the implementation plan;
- Prepare the team for the work;
- Conduct the field research;
- Finalising the final report with recommendations;

Deliverables:

The following deliverables are expected for **each location**:

- Create and conduct a preparation plan for the participating team on basic PRA process and key tools.
- Lead participants in creating PRA plans in their areas and in the implementation process within their communities.
- Write a descriptive report covering preparation and implementation process.
- and partners. DVV International will provide consultants with written feedback.
- Final PRA report includes all related information.

Qualification of expert

The experts should

- have at least 5-year experience in the field of PRA (please, provide proof of this experience);
- have experience in implementation of field studies/ interviews in marginalised communities using participatory approaches.
- be able to demonstrate sound knowledge of research methods and instruments;
- have experiences with stakeholder participation and transparent knowledge management;
- analytical and writing skills;
- fluency in Arab and English;

Application

All candidates who would like to participate in the tender for conducting the PRA should submit the following documents:

- a) CV(s) of person(s) involved in assignment
- b) Technical proposal covering the following aspects (maximum of 8 pages):
 - a. Show understanding of the task
 - b. Methodological approach
 - c. Work Plan / steps of implementation
 - d. Consideration of specific requirements of the context of the research
 - e. Internal Quality Management
- c) Financial proposal.

The offers must be sent **until 16:00 PM (Local Time) January 5th, 2020** to the following e-mail addresses:

Mr Jawad Al-Gousous, Country Office Jordan, P.O. Box 9693, 11191 Amman, Jordan,
algousous@dvv-international.jo

Late submissions will not be accepted.



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Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualification of Expert/ Team (counts one third)** (based on criteria mentioned above);
- **Technical proposal (counts one third)** (based on criteria mentioned above);
- **Financial proposal (counts one third)** (best price-service relation).

Right of use

The Principal has the exclusive and unlimited right to use the results fulfilled by the contract. The transfer of this Right of Use is complete with the payment made to the Contractor. The Contractor has Right of Use permission strictly limited for personal non-commercial purposes. Transfer of the Right of Use to third parties is excluded.

Contractual Conditions

The legal basis for this contract is provided by the „General terms and conditions for the implementation of Services" (VOL/B). These general terms and conditions are not attached to this contract; however, an exemplary service contract is part of these Terms of Reference for perusal.

Request for clarification

If you should have questions concerning this tender, please send your questions to the above mentioned contact persons. The latest date for submitting questions is **19th December 2019**.