



TENDER SPECIFICATIONS

Public service contract for “**Implementation of Recognition of Prior Learning (RPL) Services in Jordan**”

Reference №: **JOR23001-10057**

Country: **Jordan**

Direct Negotiated Procedure with Prior Publication

Deadline for requesting clarifications: Until the **tenth day** before the deadline for submission of tenders

An information session is organized: **Yes**, for details see clause 4 of chapter 3 Award Procedure

Deadline for submission of tenders: **12 July 2026 at 15:00 (Jordan)**

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1 GENERAL REMARKS

1. THE CONTRACTING AUTHORITY

- 1.1. The contracting authority of this public contract is Enabel, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels), called ' Enabel ' pursuant to the entry into force of Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian agency for development cooperation.
- 1.2. Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards realisation of its objectives.
- 1.3. For this public contract Enabel, in Jordan, is represented by :

Name	Position
Heidi De Pauw	Country Director

- 1.4. **Attention : even if Enabel as contracting authority is based in Belgium, Enabel has different “permanent establishments” in partner countries, who are 'customer' in the sense of tax legislation.¹ As a result, services of this contract are deemed to be located in Jordan and applicable tax legislation is legislation of Jordan. For more information on this tax regime, you can contact Karmel Al Salqan, Contract Support Manager (clause 3 of chapter 3 Award Procedure).**

2. RULES GOVERNING THE PUBLIC CONTRACT

- 2.1. The following, among others, apply to this public contract:
 - (a) The Law of 17 June 2016 on public procurement;
 - (b) The Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors;
 - (c) The Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts;
 - (d) The Law of 17 June 2013 on motivation, information, and remedies in public procurement, certain works, supply, and service contracts, and concessions;
 - (e) Circulars of the Prime Minister with regards to public procurement;
 - (f) Enabels policy regarding sexual exploitation and abuse – June 2019;
 - (g) Enabels policy regarding fraud and corruption risk management – June 2019.
- 2.2. All Belgian regulations on public contracts can be consulted on <https://bosa.belgium.be/en/themes/public-procurement>;

¹ Article 13a of Council Implementing Regulation (EU) No 1042/2013: The place where a non-taxable legal person is established, as referred to in the first subparagraph of Article 56(2) and Articles 58 and 59 of Directive 2006/112/EC, shall be: the place where the functions of its central administration are carried out, or the place of any other establishment characterised by a sufficient degree of permanence and a suitable structure in terms of human and technical resources to enable it to receive and use the services supplied to it for its own needs (= permanent establishment).

Enabel's Code of Conduct and the policies mentioned above can be consulted on Enabel's website via <https://www.enabel.be/who-we-are/integrity/>.

3. APPLICABLE LAW AND COMPETENT COURTS

3.1. Belgian legislation applies for this public contract and no other. In the event of a conflict regarding the interpretation, application or performance of these tender specifications, the parties will first try all conciliation possibilities. Except for an emergency, the parties avoid litigation in court without preliminary notification.

3.2. In case of court action, correspondence must (also) be sent to the following address:

Enabel S.A.
Global Procurement Services
To the attention of Ms Laura Jacobs
Rue Haute 147
1000 Brussels
Belgium

3.3. Any litigation regarding this public contract is the exclusive competence of the Brussels legal district courts and tribunals. French or Dutch are the languages of proceedings.

2 SUBJECT-MATTER AND SCOPE OF THE PUBLIC CONTRACT

1. TYPE OF CONTRACT

- 1.1. This public contract is a service contract for provision of: The service provider shall be responsible for the comprehensive implementation of the AQAC-approved RPL process, in accordance with the AQAC framework for recognizing prior learning and experience in vocational and technical education and training institutions in Jordan, including: • outreach, mobilisation, orientation and screening of applicants; • conduct of RPL assessments in line with national standards; • coordination with AQAC and authorised assessment bodies; • facilitation of certification for successful candidates; • data management, reporting, and quality assurance.

2. LOTS

- 2.1. This public contract is not divided into lots.
- 2.2. The main reasons for not dividing this public contract into lots are: **to avoid fragmentation and ensure efficient coordination and accountability across all tasks.**

3. ITEMS

- 3.1. This public contract consists of the items listed under clause 3 of chapter 8 Forms - Tender form - Prices.
- 3.2. These items are grouped together to form one single contract. It is not possible to tender for one or several items and the tenderer must submit price quotations for all items of the contract.

4. DURATION OF THE PUBLIC CONTRACT

- 4.1. This public contract starts **upon award notification** and ends on **31 August 2027**.
- 4.2. This public contract **MAY NOT** be renewed.

5. VARIANTS

- 5.1. Variants are **NOT** allowed. Each tenderer may submit only one tender, no variants will be accepted.

6. OPTIONS

- 6.1. The tenderer may **NOT** submit options. Free options are forbidden. Any proposed option will be discarded.

3 AWARD PROCEDURE

SECTION (A) - GENERAL PROCEDURE INSTRUCTIONS

1. AWARD PROCEDURE

This public contract will be awarded through a Direct Negotiated Procedure with Prior Publication pursuant to Article 41, § 1, °1 of the Law of 17 June 2016 on public procurement.

2. PUBLICATION

This contract is advertised in

- 2.1. The following official platform:
- (a) The Belgian Public Tender bulletin (<https://www.publicprocurement.be/bda>)
- 2.2. The following platforms:
- (a) Website of Enabel (www.enabel.be);
 - (b) Website of the OECD (Organisation for Economic Co-operation and Development);
 - (c) www.tenderJo.com.

3. FURTHER INFORMATION

3.1. Public procurement administrator

The awarding of this public contract is coordinated by:

Karmel Al Salqan

Contract Support Manager

karmel.alsalqan@enabel.be

All communication between the contracting authority and (prospective) tenderers regarding this public contract must go through this contact. Any other form of contact with the contracting authority about this public contract is prohibited unless otherwise stated in these tender specifications.

3.2. Requesting clarifications

Prospective tenderers have until the **tenth day (July 2, 2026)**, inclusive, before the deadline for submission of tenders to submit any questions regarding these tender specifications and the contract. All inquiries must be sent in writing to the procedure coordinator mentioned under clause 3.1 (karmel.alsalqan@enabel.be) and will be answered in the order received.

Until the notification of the award decision no information will be given about the evolution of the procedure.

3.3. Publication of clarifications and/or amendments to the tender specifications

The complete overview of questions and answers, as well as any amendments to these tender specifications, will be available at the seventh day (July 6, 2026) before the deadline for submission of tenders, at the latest.

These updates will be published on the same platforms as mentioned under clause 2.

The tenderer is to submit his tender after reading and taking into account any corrections made to these tender specifications that are published or that are sent to him by e-mail. To do so, when the tenderer has downloaded the tender specifications, it is strongly advised that he gives his coordinates to the public procurement administrator mentioned under clause 3.1 and requests information on any modifications or additional information.

4. INFORMATION SESSION

The contracting authority is organizing an information session for prospective tenderers. The information session will take place on **June 25, 2026 at 11:00 (Jordan)**. The session will be conducted virtually (online) via the following

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/392369863956918?p=FFdZIC7sOPV8dAE3uj>

Meeting ID: 392 369 863 956 918

Passcode: SZ96uL7s

Participation in the information session is optional.

SECTION (B) - INSTRUCTIONS FOR PREPARATION OF TENDERS

5. VALIDITY PERIOD OF TENDERS

The tenderers remain bound by their tender for a period of **90 (ninety) calendar days** from the tender reception deadline date.

6. DATA TO BE INCLUDED IN THE TENDER

- 6.1. Tenderers are advised to consult the general principles set out under Heading 1 of the Law of 17 June 2016 on public procurement, which are applicable to this award procedure.
- 6.2. The tender and all annexes to the tender form must be drawn up in:
 - (a) English.
- 6.3. By submitting a tender, the tenderer automatically waives any of their own general or specific sales conditions, even if these are mentioned in any annexes to their tender.
- 6.4. The tenderer must clearly indicate within their tender any information that is confidential and/or relates to technical or business secrets, which may not be divulged by the contracting authority.
- 6.5. The tenderer must use the tender forms provided in the annex:
 - (a) Identification form (clause 1 of chapter 8 Forms);
 - (b) List of subcontractors (clause 2 of chapter 8 Forms);
 - (c) Tender form - Prices (clause 3 of chapter 8 Forms)
 - (d) Declaration on honour - Exclusion grounds (clause 4 of chapter 8 Forms).

Should the tenderer fail to use these forms, they shall bear full responsibility for ensuring that the documents submitted are in perfect concordance with the forms.

6.6. The tenderer also attaches the following to his tender:

- (a) All documents demanded for the application of qualitative selection (see clause 14 and
- (b) 1. Project Description

1.1 Project Form

Title of the intervention	Employment and Livelihood Programme (ELP): Socio-economic empowerment for youth, Syrian refugees and women in Jordan
Code of the intervention	JOR23001
Location	Jordan
Total budget	6.5 million €
Partner institution	Implementing Partners: <ul style="list-style-type: none"> • Technical and Vocational Skills Development Commission (TVSDC) now known as Accreditation and Quality Assurance Commission (AQAC) • Leaders International • Partners for Good Knowledge Partner: Expectation State
Target groups	<ul style="list-style-type: none"> • Youth (18-35 years), Syrian refugees (35% of the targeted beneficiaries), and women (50% of the targeted beneficiaries) • Employers of/and micro, or small and medium size enterprises • Business development/support services coaches • Vocational Training Institutions (VTIs) • Local authorities and stakeholders in charge of the refugees' response on livelihood and socio-economic opportunities
Impact¹	Enhanced socio-economic empowerment for youth, Syrian refugees, and women in Jordan
Outcome	Youth, Syrian refugees, and women are equipped with demand-driven skills and supported to access inclusive and decent employment.
Outputs	Result 1: Youth, Syrian refugees and women in Jordan are equipped with demand-driven skills and supported to access inclusive and decent employment opportunities
	Result 2: New and existing micro businesses are supported towards more resilient and sustainable outcomes
	Result 3: Evidence related to the inclusion of refugees and their hosts through economic opportunities and livelihoods is supported and it provides the basis for more inclusive policymaking and programming, monitoring and implementation of sector policies

2. Context and Rationale

2.1 Context of the Assignment

A significant proportion of vulnerable Jordanian youth and Syrian refugees in Jordan acquire skills through informal or non-formal employment, particularly in labour-intensive sectors such as construction and agriculture. However, the absence of formal certification limits their employability, wage prospects, and labour market mobility. Within the ELP, Recognition of Prior Learning (RPL) is a strategic instrument to formally recognise existing competencies, align skills with national qualification standards, and improve access to decent employment opportunities. The intervention will be implemented in coordination with AQAC and in line with national RPL frameworks and standards.

2.2 Purpose

The purpose of this assignment is to design and implement an inclusive, quality-assured RPL process that enables vulnerable populations to obtain formal recognition of their skills while preserving the integrity of assessment standards and avoiding incentives for over-certification.

2.3 Scope of the Assignment

Geographical scope: Amman, Irbid, Mafrqa, and Aqaba.

Subject to feasibility and cost-efficiency, implementation **may be limited to two or three** governorates while still achieving targets.

Sectoral scope: The intervention will focus on a maximum of **five** sectors, prioritized based on:

- accessibility for Syrian refugees;
- prevalence of informal skills;
- labour market relevance.

Indicative sectors include:

- Construction
- Agriculture

Targeting and Volume:

- 1,000 eligible candidates completing the RPL assessment process of which 65% Jordanians, 35% Syrians; 50% women;
- priority age group 18–35
- Ideally, 700 certified beneficiaries (not mandatory);

3. Assignment Description

The service provider shall be responsible for the comprehensive implementation of the AQAC-approved RPL process, in accordance with the AQAC framework for recognizing prior learning and experience in vocational and technical education and training institutions in Jordan, including:

- outreach, mobilisation, orientation and screening of applicants;
- conduct of RPL assessments in line with national standards;
- coordination with AQAC and authorised assessment bodies;
- facilitation of certification for successful candidates;
- data management, reporting, and quality assurance.

4. Expected Deliverables

DL1 – Inception Report

Methodology, detailed work plan, sectoral focus, coordination framework, risk analysis, and quality assurance approach.

DL2 – RPL Assessment Implementation (Phase 1)

Implementation and completion of RPL assessments for a first batch of at least 500 eligible candidates.

This phase shall include:

- Outreach, screening, and eligibility verification of applicants in the targeted governorates and sectors;
- Completion of the full RPL assessment process (theoretical and/or practical) for a first batch of at least 500 eligible candidates, in accordance with national RPL standards and approved assessment tools;
- Facilitation of candidates' access to formal certification examinations;
- Evidence that at least 500 candidates have attended at least one examination administered by the competent authority;

- Documentation of assessment outcomes, resulting in a certification or non-certification decision for each assessed beneficiary;
- Coordination with AQAC and/or authorised assessment and certification bodies to validate assessment outcomes;
- Submission of a consolidated dataset covering all assessed beneficiaries in Phase 1, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a short technical note describing the assessment process implemented, challenges encountered, and corrective measures adopted such as the support provided to candidates for re-take opportunities;

DL3 – RPL Assessment Implementation (Phase 2)

The service provider shall implement and complete the second phase of the RPL assessment process, extending the intervention up to the targeted maximum.

This phase shall include:

- Completion of the RPL assessment process for up to 1,000 eligible candidates in total, resulting in documented certification or non-certification decisions validated by the competent authority;
- Facilitation of the certification process for successful candidates, in coordination with AQAC or other authorised bodies;
- Consolidation and validation of all assessment and certification records;
- Submission of an updated and complete beneficiary database, covering all assessed and certified beneficiaries, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a reconciliation note summarising:
 - total number of applicants;
 - number of eligible candidates admitted to assessment;
 - number of assessed beneficiaries (initial and re-take exams)
 - number of certified beneficiaries (up to a maximum of 700).

DL4 – Final Report

- Final narrative and analytical report, consolidated dataset, certification reconciliation, challenges encountered, corrective measures adopted such as the support provided to candidates for re-take opportunities, lessons learned, and recommendations.

5. Duration and Timing

The assignment may start in August 2026 and conclude no later than 31 August 2027.

6. Profile of the Service Provider

This assignment is **open exclusively to legal entities**. Individual consultants are not eligible to apply.

The tenderer must be a legally registered organisation with demonstrated capacity to implement skills assessment or certification-related interventions at scale, including the ability to manage documentation and financial flows related to certification.

Given the novelty of Recognition of Prior Learning (RPL) in Jordan, prior RPL-specific experience is considered a strong asset but is not mandatory.

7. Documents to be submitted

Organizational CV / Portfolio (maximum 5 pages), presenting:

- general background of the organisation;
- core areas of expertise (e.g. skills assessment, TVET certification, workforce development, livelihoods, employment programmes, RPL);
- brief description of relevant past or ongoing projects (including client, sector, and approximate scale);
- experience working with vulnerable populations, refugees, youth, or women

CVs of Key Staff Positions proposed for this assignment (e.g. project coordinator, technical lead or assessor profiles), **with preference given to candidates demonstrating experience in Recognition of Prior Learning (RPL).**

- **Organisation of the Team**
 - Proposed team structure and roles;
 - Responsibilities of key staff positions;

Technical and Methodological Proposal including:

- **Understanding of the Assignment**
 - The tenderer's understanding of the objectives of the RPL intervention under the ELP;
 - Key challenges and risks related to implementing RPL in the Jordanian context;
 - Proposed mitigation measures to ensure assessment quality and inclusiveness.
- **Description of the proposed RPL methodology, including:**
 - outreach and mobilisation strategy;
 - eligibility screening and applicant management;
 - assessment approach (theoretical and practical);
 - quality assurance mechanisms to protect assessment integrity;
- **Implementation Strategy and Work Plan**
 - A clear and realistic work plan covering the entire assignment period, including:
 - key activities per phase (inception, Phase 1 assessments, Phase 2 assessments, reporting);
 - indicative timelines and sequencing;
 - mobilisation across governorates and sectors.
- **Data Management and Documentation**
 - Description of systems and tools proposed to:
 - manage beneficiary data;
 - track assessment and certification outcomes;
 - produce the documentation required under the ToR.

Financial proposal

Tenderers shall submit a Financial Proposal structured by deliverable, reflecting a lump-sum approach and fully aligned with the deliverables described in these Terms of Reference.

As determined by AQAC, exam fees are fixed at 44 JOD per initial exam, while re-take exam fees are fixed at 5 JOD per re-take. Certification fees are fixed at 10 JOD per certificate.

The contract value shall cover up to a maximum of 1,000 initial exams (44 JOD each), 300 re-take exams (5 JOD each), and 700 certificates (10 JOD each).

Exams and Certification fees are fixed by national regulations and will be inserted by Enabel in the financial table. Tenderers shall not price, modify, or compete on certification costs, which will be reimbursed exclusively against documentary evidence.

The Financial Proposal must be presented in EUR, exclusive of VAT, and must include all costs necessary for the full implementation of the assignment.

- (c) 6 Selection file) and award criteria (see clause 16);
- (d) A detail of the prices quoted, listing for each item the various elements that are included in the price and the applicable taxes;
- (e) The statutes and any other document required to establish the power of attorney of the signer(s).
- 6.7. Where the tender is submitted by a group of economic operators, it must include a copy of the following documents for each of the participants in the group:
- (a) Identification form (clause 1 of chapter 8 Forms);
- (b) Declaration on honour - Exclusion grounds (clause 4 of chapter 8 Forms);
- (c) The statutes and any other document required to establish the power of attorney of the signer(s);
- (d) The association agreement signed by each participant, clearly showing who represents the association.
- 6.8. Participants in a group of economic operators must designate one member of the group who will represent the group vis-à-vis the contracting authority.
- 6.9. In accordance with Article 73 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for replying to criteria of economic and financial capacity or technical and professional aptitude (see clause 14 and
- 6.10. 1. Project Description

1.1 Project Form

Title of the intervention	Employment and Livelihood Programme (ELP): Socio-economic empowerment for youth, Syrian refugees and women in Jordan
Code of the intervention	JOR23001
Location	Jordan
Total budget	6.5 million €
Partner institution	Implementing Partners: <ul style="list-style-type: none"> • Technical and Vocational Skills Development Commission (TVSDC) now known as Accreditation and Quality Assurance Commission (AQAC) • Leaders International • Partners for Good Knowledge Partner: Expectation State
Target groups	<ul style="list-style-type: none"> • Youth (18-35 years), Syrian refugees (35% of the targeted beneficiaries), and women (50% of the targeted beneficiaries) • Employers of/and micro, or small and medium size enterprises • Business development/support services coaches • Vocational Training Institutions (VTIs) • Local authorities and stakeholders in charge of the refugees' response on livelihood and socio-economic opportunities
Impact¹	Enhanced socio-economic empowerment for youth, Syrian refugees, and women in Jordan
Outcome	Youth, Syrian refugees, and women are equipped with demand-driven skills and supported to access inclusive and decent employment.

Outputs	Result 1: Youth, Syrian refugees and women in Jordan are equipped with demand-driven skills and supported to access inclusive and decent employment opportunities
	Result 2: New and existing micro businesses are supported towards more resilient and sustainable outcomes
	Result 3: Evidence related to the inclusion of refugees and their hosts through economic opportunities and livelihoods is supported and it provides the basis for more inclusive policymaking and programming, monitoring and implementation of sector policies

2. Context and Rationale

2.1 Context of the Assignment

A significant proportion of vulnerable Jordanian youth and Syrian refugees in Jordan acquire skills through informal or non-formal employment, particularly in labour-intensive sectors such as construction and agriculture. However, the absence of formal certification limits their employability, wage prospects, and labour market mobility. Within the ELP, Recognition of Prior Learning (RPL) is a strategic instrument to formally recognise existing competencies, align skills with national qualification standards, and improve access to decent employment opportunities. The intervention will be implemented in coordination with AQAC and in line with national RPL frameworks and standards.

2.2 Purpose

The purpose of this assignment is to design and implement an inclusive, quality-assured RPL process that enables vulnerable populations to obtain formal recognition of their skills while preserving the integrity of assessment standards and avoiding incentives for over-certification.

2.3 Scope of the Assignment

Geographical scope: Amman, Irbid, Mafraq, and Aqaba.

Subject to feasibility and cost-efficiency, implementation **may be limited to two or three** governorates while still achieving targets.

Sectoral scope: The intervention will focus on a maximum of **five** sectors, prioritized based on:

- accessibility for Syrian refugees;
- prevalence of informal skills;
- labour market relevance.

Indicative sectors include:

- Construction
- Agriculture

Targeting and Volume:

- 1,000 eligible candidates completing the RPL assessment process of which 65% Jordanians, 35% Syrians; 50% women;
- priority age group 18–35
- Ideally, 700 certified beneficiaries (not mandatory);

3. Assignment Description

The service provider shall be responsible for the comprehensive implementation of the AQAC-approved RPL process, in accordance with the AQAC framework for recognizing prior learning and experience in vocational and technical education and training institutions in Jordan, including:

- outreach, mobilisation, orientation and screening of applicants;

- conduct of RPL assessments in line with national standards;
- coordination with AQAC and authorised assessment bodies;
- facilitation of certification for successful candidates;
- data management, reporting, and quality assurance.

4. Expected Deliverables

DL1 – Inception Report

Methodology, detailed work plan, sectoral focus, coordination framework, risk analysis, and quality assurance approach.

DL2 – RPL Assessment Implementation (Phase 1)

Implementation and completion of RPL assessments for a first batch of at least 500 eligible candidates.

This phase shall include:

- Outreach, screening, and eligibility verification of applicants in the targeted governorates and sectors;
- Completion of the full RPL assessment process (theoretical and/or practical) for a first batch of at least 500 eligible candidates, in accordance with national RPL standards and approved assessment tools;
- Facilitation of candidates' access to formal certification examinations;
- Evidence that at least 500 candidates have attended at least one examination administered by the competent authority;
- Documentation of assessment outcomes, resulting in a certification or non-certification decision for each assessed beneficiary;
- Coordination with AQAC and/or authorised assessment and certification bodies to validate assessment outcomes;
- Submission of a consolidated dataset covering all assessed beneficiaries in Phase 1, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a short technical note describing the assessment process implemented, challenges encountered, and corrective measures adopted such as the support provided to candidates for re-take opportunities;

DL3 – RPL Assessment Implementation (Phase 2)

The service provider shall implement and complete the second phase of the RPL assessment process, extending the intervention up to the targeted maximum.

This phase shall include:

- Completion of the RPL assessment process for up to 1,000 eligible candidates in total, resulting in documented certification or non-certification decisions validated by the competent authority;
- Facilitation of the certification process for successful candidates, in coordination with AQAC or other authorised bodies;
- Consolidation and validation of all assessment and certification records;
- Submission of an updated and complete beneficiary database, covering all assessed and certified beneficiaries, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a reconciliation note summarising:
 - total number of applicants;
 - number of eligible candidates admitted to assessment;
 - number of assessed beneficiaries (initial and re-take exams)
 - number of certified beneficiaries (up to a maximum of 700).

DL4 – Final Report

- Final narrative and analytical report, consolidated dataset, certification reconciliation, challenges encountered, corrective measures adopted such as the support provided to candidates for re-take opportunities, lessons learned, and recommendations.

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The assignment may start in August 2026 and conclude no later than 31 August 2027.

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Given the novelty of Recognition of Prior Learning (RPL) in Jordan, prior RPL-specific experience is considered a strong asset but is not mandatory.

7. Documents to be submitted

Organizational CV / Portfolio (maximum 5 pages), presenting:

- general background of the organisation;
- core areas of expertise (e.g. skills assessment, TVET certification, workforce development, livelihoods, employment programmes, RPL);
- brief description of relevant past or ongoing projects (including client, sector, and approximate scale);
- experience working with vulnerable populations, refugees, youth, or women

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 - Proposed team structure and roles;
 - Responsibilities of key staff positions;

Technical and Methodological Proposal including:

- **Understanding of the Assignment**
 - The tenderer's understanding of the objectives of the RPL intervention under the ELP;
 - Key challenges and risks related to implementing RPL in the Jordanian context;
 - Proposed mitigation measures to ensure assessment quality and inclusiveness.
- **Description of the proposed RPL methodology, including:**
 - outreach and mobilisation strategy;
 - eligibility screening and applicant management;
 - assessment approach (theoretical and practical);
 - quality assurance mechanisms to protect assessment integrity;
- **Implementation Strategy and Work Plan**
 - A clear and realistic work plan covering the entire assignment period, including:
 - key activities per phase (inception, Phase 1 assessments, Phase 2 assessments, reporting);
 - indicative timelines and sequencing;
 - mobilisation across governorates and sectors.
- **Data Management and Documentation**
 - Description of systems and tools proposed to:
 - manage beneficiary data;
 - track assessment and certification outcomes;
 - produce the documentation required under the ToR.

Financial proposal

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The contract value shall cover up to a maximum of 1,000 initial exams (44 JOD each), 300 re-take exams (5 JOD each), and 700 certificates (10 JOD each).

Exams and Certification fees are fixed by national regulations and will be inserted by Enabel in the financial table. Tenderers shall not price, modify, or compete on certification costs, which will be reimbursed exclusively against documentary evidence.

The Financial Proposal must be presented in EUR, exclusive of VAT, and must include all costs necessary for the full implementation of the assignment.

6.11.6 Selection file), it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

7. TENDER CURRENCY

All prices given in the tender form must obligatorily be quoted in **euro**.

8. DETERMINATION OF PRICES

8.1. In accordance with Article 37 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, the contracting authority may for the purpose of verifying the prices carry out an audit of any and all accounting documents and perform on-the-spot checks with a view of verifying the correctness of the indications supplied.

9. ELEMENTS INCLUDED IN THE PRICE

9.1. The tenderer is to include in his unit and global prices any charges and taxes generally applied to services according to the applicable tax legislation of Jordan, with the exception of the value-added tax. The VAT percentage is quoted separately, if applicable. As mentioned in clause 1 of chapter 1 General Remarks, **local tax regime is applicable**. For the provision of services in Jordan, the attention of tenderers who are non-tax residents of Jordan is drawn to the tax on the profits of non-residents (10%) applicable to this category of service provider. It is also the tenderer's responsibility to obtain information on all other tax provisions applicable in Jordan. The 10% non-resident income tax will be withheld at source at the time of payment of the invoice. Make sure to verify whether any bilateral or regional non-double taxation treaties apply to your situation.

9.2. The unit and global prices for this public contract must encompass any costs, measures, and charges related to the performance of the contract, including but not limited to:

- (a) Administrative management and secretariat services;
- (b) Travel, transportation, and insurance;
- (c) Documentation related to the services;
- (d) Delivery of documents or records associated with the performance of the contract;
- (e) Packaging;
- (f) Training required for operation;
- (g) Where applicable, the measures imposed by occupational safety and worker health legislation;
- (h) Customs and excise duties for equipment and products used.
- (i) Acceptance costs.

9.3. All relevant costs must be factored into the prices for this public contract.

SECTION (C) - SUBMISSION OF TENDERS

10. SUBMISSION OF TENDERS

10.1. Without prejudice to any variants, the tenderer may only submit one tender per contract.

10.2. In accordance with the rules governing means of communication, only tenders submitted by electronic means are accepted.

Consequently, the submission of tenders on paper is prohibited, and the contracting authority will only consider tenders submitted electronically.

10.3. It must be submitted:

10.4. a) By email naming the tender name and the reference number mentioned above.

Mailbox PROCUREMENT PSE <procurement.pse@enabel.be>

10.5. The service can be reached on working days during office hours: from 9 am 4 pm.
Tenders must be submitted no later than 12 July 2026 at 15:00PM (Jordan Time).

10.6. The format of the documents should be .pdf or equivalent.

11. TENDER SIGNATURE

11.1. The tenderer is not required to sign the tender and its annexes individually when uploading them to the electronic platform.

These documents shall be signed globally by affixing a qualified electronic signature on the accompanying submission report.

11.2. Signatures are placed by the person(s) empowered or mandated to commit the tenderer. This obligation applies to each participant when the tender is submitted by a group of economic operators (consortium). These participants are jointly liable.

11.3. When the submission report is signed by a mandatary, he or she must clearly indicate whom he or she represents. The mandatary attaches the original electronic deed or private document that transfers these powers to him or her or a scanned copy of that proxy.

11.4. The contracting authority also reminds the tenderer that a scanned written signature is not considered a valid electronic signature.

12. DEADLINE FOR SUBMISSION AND OPENING OF TENDERS

12.1. Tenders must be in the possession of the contracting authority before **12 July 2026 at 15:00 (Jordan)**.

12.2. Tenders are opened behind closed doors via the e-Procurement platform.

SECTION (D) - SELECTION, AWARDING & CONCLUSION

13. EXCLUSION GROUNDS

13.1. The obligatory and facultative grounds for exclusion are provided in the declaration on honour attached to these tender specifications (see clause 4 of chapter 8 Forms).

13.2. By submitting the declaration enclosed in the annex to these tender specifications, the tenderer certifies that they are not in any of the exclusion cases listed in Articles 67 to 70 of the Law of 17 June 2016 on public procurement, nor Articles 61 to 64 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.

13.3. The grounds for exclusion apply to all participants submitting a joint bid as a consortium of economic operators and third parties (in particular subcontractors or independent subsidiaries) whose capacity is invoked with regard to the criteria of economic and financial capacity or technical and professional aptitude (see clause 14 and

13.4. 1. Project Description

1.1 Project Form

Title of the intervention	Employment and Livelihood Programme (ELP): Socio-economic empowerment for youth, Syrian refugees and women in Jordan
Code of the intervention	JOR23001
Location	Jordan
Total budget	6.5 million €
Partner institution	Implementing Partners: <ul style="list-style-type: none"> • Technical and Vocational Skills Development Commission (TVSDC) now known as Accreditation and Quality Assurance Commission (AQAC) • Leaders International • Partners for Good Knowledge Partner: Expectation State
Target groups	<ul style="list-style-type: none"> • Youth (18-35 years), Syrian refugees (35% of the targeted beneficiaries), and women (50% of the targeted beneficiaries) • Employers of/and micro, or small and medium size enterprises • Business development/support services coaches • Vocational Training Institutions (VTIs) • Local authorities and stakeholders in charge of the refugees' response on livelihood and socio-economic opportunities
Impact¹	Enhanced socio-economic empowerment for youth, Syrian refugees, and women in Jordan

Outcome	Youth, Syrian refugees, and women are equipped with demand-driven skills and supported to access inclusive and decent employment.
Outputs	Result 1: Youth, Syrian refugees and women in Jordan are equipped with demand-driven skills and supported to access inclusive and decent employment opportunities
	Result 2: New and existing micro businesses are supported towards more resilient and sustainable outcomes
	Result 3: Evidence related to the inclusion of refugees and their hosts through economic opportunities and livelihoods is supported and it provides the basis for more inclusive policymaking and programming, monitoring and implementation of sector policies

2. Context and Rationale

2.1 Context of the Assignment

A significant proportion of vulnerable Jordanian youth and Syrian refugees in Jordan acquire skills through informal or non-formal employment, particularly in labour-intensive sectors such as construction and agriculture. However, the absence of formal certification limits their employability, wage prospects, and labour market mobility. Within the ELP, Recognition of Prior Learning (RPL) is a strategic instrument to formally recognise existing competencies, align skills with national qualification standards, and improve access to decent employment opportunities. The intervention will be implemented in coordination with AQAC and in line with national RPL frameworks and standards.

2.2 Purpose

The purpose of this assignment is to design and implement an inclusive, quality-assured RPL process that enables vulnerable populations to obtain formal recognition of their skills while preserving the integrity of assessment standards and avoiding incentives for over-certification.

2.3 Scope of the Assignment

Geographical scope: Amman, Irbid, Mafrq, and Aqaba.

Subject to feasibility and cost-efficiency, implementation **may be limited to two or three** governorates while still achieving targets.

Sectoral scope: The intervention will focus on a maximum of **five** sectors, prioritized based on:

- accessibility for Syrian refugees;
- prevalence of informal skills;
- labour market relevance.

Indicative sectors include:

- Construction
- Agriculture

Targeting and Volume:

- 1,000 eligible candidates completing the RPL assessment process of which 65% Jordanians, 35% Syrians; 50% women;
- priority age group 18–35
- Ideally, 700 certified beneficiaries (not mandatory);

3. Assignment Description

The service provider shall be responsible for the comprehensive implementation of the AQAC-approved RPL process, in accordance with the AQAC framework for recognizing prior learning and experience in vocational and technical education and training institutions in Jordan, including:

- outreach, mobilisation, orientation and screening of applicants;
- conduct of RPL assessments in line with national standards;
- coordination with AQAC and authorised assessment bodies;
- facilitation of certification for successful candidates;
- data management, reporting, and quality assurance.

4. Expected Deliverables

DL1 – Inception Report

Methodology, detailed work plan, sectoral focus, coordination framework, risk analysis, and quality assurance approach.

DL2 – RPL Assessment Implementation (Phase 1)

Implementation and completion of RPL assessments for a first batch of at least 500 eligible candidates.

This phase shall include:

- Outreach, screening, and eligibility verification of applicants in the targeted governorates and sectors;
- Completion of the full RPL assessment process (theoretical and/or practical) for a first batch of at least 500 eligible candidates, in accordance with national RPL standards and approved assessment tools;
- Facilitation of candidates' access to formal certification examinations;
- Evidence that at least 500 candidates have attended at least one examination administered by the competent authority;
- Documentation of assessment outcomes, resulting in a certification or non-certification decision for each assessed beneficiary;
- Coordination with AQAC and/or authorised assessment and certification bodies to validate assessment outcomes;
- Submission of a consolidated dataset covering all assessed beneficiaries in Phase 1, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a short technical note describing the assessment process implemented, challenges encountered, and corrective measures adopted such as the support provided to candidates for re-take opportunities;

DL3 – RPL Assessment Implementation (Phase 2)

The service provider shall implement and complete the second phase of the RPL assessment process, extending the intervention up to the targeted maximum.

This phase shall include:

- Completion of the RPL assessment process for up to 1,000 eligible candidates in total, resulting in documented certification or non-certification decisions validated by the competent authority;
- Facilitation of the certification process for successful candidates, in coordination with AQAC or other authorised bodies;
- Consolidation and validation of all assessment and certification records;
- Submission of an updated and complete beneficiary database, covering all assessed and certified beneficiaries, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a reconciliation note summarising:
 - total number of applicants;
 - number of eligible candidates admitted to assessment;
 - number of assessed beneficiaries (initial and re-take exams)
 - number of certified beneficiaries (up to a maximum of 700).

DL4 – Final Report

- Final narrative and analytical report, consolidated dataset, certification reconciliation, challenges encountered, corrective measures adopted such as the support provided to candidates for re-take opportunities, lessons learned, and recommendations.

5. Duration and Timing

The assignment may start in August 2026 and conclude no later than 31 August 2027.

6. Profile of the Service Provider

This assignment is **open exclusively to legal entities**. Individual consultants are not eligible to apply.

The tenderer must be a legally registered organisation with demonstrated capacity to implement skills assessment or certification-related interventions at scale, including the ability to manage documentation and financial flows related to certification.

Given the novelty of Recognition of Prior Learning (RPL) in Jordan, prior RPL-specific experience is considered a strong asset but is not mandatory.

7. Documents to be submitted

Organizational CV / Portfolio (maximum 5 pages), presenting:

- general background of the organisation;
- core areas of expertise (e.g. skills assessment, TVET certification, workforce development, livelihoods, employment programmes, RPL);
- brief description of relevant past or ongoing projects (including client, sector, and approximate scale);
- experience working with vulnerable populations, refugees, youth, or women

CVs of Key Staff Positions proposed for this assignment (e.g. project coordinator, technical lead or assessor profiles), **with preference given to candidates demonstrating experience in Recognition of Prior Learning (RPL).**

- **Organisation of the Team**
 - Proposed team structure and roles;
 - Responsibilities of key staff positions;

Technical and Methodological Proposal including:

- **Understanding of the Assignment**
 - The tenderer's understanding of the objectives of the RPL intervention under the ELP;
 - Key challenges and risks related to implementing RPL in the Jordanian context;
 - Proposed mitigation measures to ensure assessment quality and inclusiveness.
- **Description of the proposed RPL methodology, including:**
 - outreach and mobilisation strategy;
 - eligibility screening and applicant management;
 - assessment approach (theoretical and practical);
 - quality assurance mechanisms to protect assessment integrity;
- **Implementation Strategy and Work Plan**
 - A clear and realistic work plan covering the entire assignment period, including:
 - key activities per phase (inception, Phase 1 assessments, Phase 2 assessments, reporting);
 - indicative timelines and sequencing;
 - mobilisation across governorates and sectors.
- **Data Management and Documentation**
 - Description of systems and tools proposed to:
 - manage beneficiary data;
 - track assessment and certification outcomes;
 - produce the documentation required under the ToR.

Financial proposal

Tenderers shall submit a Financial Proposal structured by deliverable, reflecting a lump-sum approach and fully aligned with the deliverables described in these Terms of Reference.

As determined by AQAC, exam fees are fixed at 44 JOD per initial exam, while re-take exam fees are fixed at 5 JOD per re-take. Certification fees are fixed at 10 JOD per certificate.

The contract value shall cover up to a maximum of 1,000 initial exams (44 JOD each), 300 re-take exams (5 JOD each), and 700 certificates (10 JOD each).

Exams and Certification fees are fixed by national regulations and will be inserted by Enabel in the financial table. Tenderers shall not price, modify, or compete on certification costs, which will be reimbursed exclusively against documentary evidence.

The Financial Proposal must be presented in EUR, exclusive of VAT, and must include all costs necessary for the full implementation of the assignment.

- 13.5. 6 Selection file), in accordance with Article 73 § 1 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
- 13.6. The contracting authority will verify the accuracy of this declaration on honour for the tenderer with the highest ranked tender. To this end, the contracting authority will request the tenderer concerned to provide the necessary information or documents to verify their personal situation. The tenderer must submit this information by the fastest means and within the deadline set by the contracting authority.
- 13.7. The tenderer may attach these documents directly to his tender. If the tenderer fails to deliver the requested document(s) on time, the contracting authority reserves the right to exclude the tenderer.
- 13.8. Tenderers are strongly advised not to wait for the request of the contracting authority and to request the documents they have not attached to their tender as soon as possible from the competent authorities of the country where they are based. After all, in some cases, it may take a long time to obtain particular documents.
- 13.9. The contracting authority will directly obtain any information or documents that can be accessed free of charge by digital means from the instances that manage the information or documents. This is the case for Belgian tenderers (via the Telemarc platform), with the exception of the extract from the criminal record, which must be requested by the tenderer himself.
- 13.10. **Conflicts of Interest – Revolving Doors (Article 51 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors)**
Without prejudice to Articles 6 and 69, paragraph 1, 5° of the Law of 17 June 2016 on public procurement, a conflict of interest also includes any “revolving doors” situation. This occurs when a natural person who previously worked for a contracting authority — whether as internal staff, in a hierarchical position, as a civil servant, public officer, or in any other capacity linked to the contracting authority — subsequently intervenes under a public contract awarded by that same contracting authority. A conflict of interest arises when there is a connection between the activities previously performed by the individual for the contracting authority and the activities carried out under the awarded contract.

14. QUALITATIVE SELECTION

14.1. By means of the documents requested in the 'Selection file' (

14.2. 1. Project Description

1.1 Project Form

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Exams and Certification fees are fixed by national regulations and will be inserted by Enabel in the financial table. Tenderers shall not price, modify, or compete on certification costs, which will be reimbursed exclusively against documentary evidence.

The Financial Proposal must be presented in EUR, exclusive of VAT, and must include all costs necessary for the full implementation of the assignment.

- 14.3. 6 Selection file), the tenderer must demonstrate sufficient capacity to successfully perform this public contract.
- 14.4. Only tenders from tenderers who meet the selection criteria will be taken into consideration to participate in the comparison of tenders based on the award criteria outlined in clause 16 subject to the regularity of these tenders.
- 14.5. To meet the criteria of economic and financial capacity and the criteria on technical and professional aptitude, the tenderer may rely on the capacity of:
 - (a) all participants submitting a joint bid as a consortium of economic operators;
 - (b) other entities (in particular subcontractors or independent subsidiaries) regardless of the legal nature of the relationship with these entities, in accordance with Article 73 § 1 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
- 14.6. For all such participants or entities, the contracting authority must verify that there are no grounds for exclusion.
- 14.7. In accordance with Article 73 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for replying to criteria of economic and financial capacity or technical and professional aptitude, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

15. OVERVIEW OF THE PROCEDURE

- 15.1. In a first phase, the tenders submitted by the selected tenderers will be evaluated as to their formal and material regularity.
- 15.2. The contracting authority reserves the right to have the irregularities in a tender regularised.
- 15.3. In a second phase, the formally and materially regular tenders will be evaluated as to their content by an evaluation commission. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in these tender specifications (clause 16). This evaluation will be conducted on the basis of the award criteria and aims to set a shortlist of tenderers with whom negotiations will be conducted.
- 15.4. Then, the negotiation phase follows. In view of improving the contents of the tenders, the contracting authority may negotiate with tenderers the initial tenders and all subsequent tenders that they have submitted, except final tenders. The award criteria and the minimum requirements are not negotiable. However, the contracting authority may also decide not to negotiate. In this case, the initial tender is the final tender.
- 15.5. When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any BAFO's (*Best and Final Offer*). Once negotiations have closed, the BAFO's will be evaluated as to its regularity and compared on the basis of the award criteria. The tenderer whose BAFO shows the best value for money (obtaining the best score based on the award criteria given under clause 16) will be designated the successful service provider for this public contract, after having been verified for absence of exclusion grounds and respect for the criteria of qualitative selection.

16. AWARD CRITERIA

- 16.1. The contracting authority will select the regular tender that it considers to be the most economically advantageous, based on the following criteria:

Award Criterion	Criterion Weight (%)	Criterion Evaluation or Formula
Quality and Experience of the Service Provider	20	Demonstrated experience in RPL, certification processes, and implementation of similar assignments, including work with vulnerable populations
Team Composition and Expertise	20	Relevance and adequacy of the proposed team, including experience of key staff and clarity of roles and responsibilities
Understanding of the Assignment	10	Demonstration of a clear understanding of the objectives, context, and key challenges of the assignment
Methodology, Implementation Strategy and Approach	20	Quality, coherence, and feasibility of the proposed methodology and work plan, including outreach, screening, RPL assessments, candidate preparation, facilitation of access to examinations, and data management and tracking systems
Price	30	Points tender A = ((Amount of lowest Tender × 30) / (Amount of Tender A))
Performance period		Tenderers must achieve at least 70% of the technical score (i.e. 49/70 points) to qualify for financial evaluation.

16.2. The scores for the award criteria will be added up. This public contract will be awarded to the tenderer that submitted the tender with the highest final score, after the contracting authority has verified the accuracy of the declaration on honour of this tenderer and provided the control shows that the declaration on honour corresponds with reality.

17. AWARDING THE PUBLIC CONTRACT

17.1. This public contract will be awarded to the tenderer who has submitted the most economically advantageous tender.

17.2. In accordance with Article 85 of the Law of 17 June 2016 on public procurement, the contracting authority is under no obligation to award the contract. The contracting authority may choose either not to award the public contract or to restart the procedure, if necessary, through another award procedure.

18. CONCLUDING THE CONTRACT

18.1. The contract is formed upon notification to the successful tenderer of the approval of their tender.

18.2. Notification is made via digital platforms or email, and, on the same day, by registered post.

18.3. The full public contract consists of the following documents:

- (a) These tender specifications and their annexes;
- (b) The approved BAFO and all of its annexes;
- (c) The registered letter notifying the award decision;
- (d) Any later documents accepted and signed by both parties, as appropriate.

18.4. In the interest of transparency, Enabel commits to publishing an annual list of recipients of its contracts. By submitting their tender, the successful tenderer agrees to the publication of the contract title, nature and object of the contract, their name and location, and the contract amount.

4 SPECIAL CONTRACTUAL PROVISIONS

1. This chapter of these tender specifications holds the specific administrative and contractual provisions that apply to this public contract by way of derogation from the 'General Implementing Rules for public procurement' of the Royal Decree of 14 January 2013 (Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts), hereinafter referred to as "GIR", or as a complement or an elaboration thereof. The numbering of the articles below (between brackets) follows the numbering of the "GIR" articles. Unless indicated, the relevant provisions of the "GIR" apply in full.
2. These tender specifications do not derogate from the "GIR".

SECTION (A) - GENERAL

3. USE OF ELECTRONIC MEANS (ART. 10)

The use of electronic means for exchanges during the performance of the contract is permitted unless stated otherwise in these tender specifications. In such cases, notifications from the contracting authority will be sent to the address or registered office mentioned in the tender.

4. MANAGING OFFICIAL (ART. 11)

- 4.1. The managing official for this public contract is **Duccio Ferraro, ELP Project manager**, email: duccio.ferraro@enabel.be. The managing official is responsible for overseeing the performance of the contract.
- 4.2. Once this public contract is concluded, the managing official serves as the primary point of contact for the service provider. All correspondence or questions regarding the performance of the contract should be directed to him/her, unless otherwise explicitly stated in these tender specifications.
- 4.3. The managing official has full authority to monitor the satisfactory performance of the contract, which includes issuing service orders, preparing reports and statements, approving services, progress reports, and reviews. They may order changes to the contract with regards to its subject-matter or performance, provided that such changes remain within its original scope.
- 4.4. However, the signing of amendments or any other decision or agreement implying derogation from the initial terms and conditions of the contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under clause 1 of chapter 1 General Remarks.
- 4.5. Under no circumstances is the managing official allowed to modify the terms and conditions (e.g. performance deadline) of the contract, even if the financial impact is nil or negative. Any commitment, change or agreement that deviates from the conditions in these tender specifications and that has not been notified by the contracting authority, will be considered null and void.

5. CONFIDENTIALITY (ART. 18)

- 5.1. Service providers who, during the performance of the contract, receive information or documents or data of any kind that are classified as confidential and relate, in particular, to the subject matter of the contract, the resources required for its performance and the operation of the contracting authority's services, shall take the necessary measures to prevent such information, documents or data from being disclosed to third parties who have no right to know them.

- 5.2. Service providers who, in the performance of the contract, have knowledge of a drawing or model, know-how, method or invention belonging to the contracting authority or jointly to the contracting authority and the service provider, shall refrain from any communication concerning the drawing or model, know-how, method or invention to third parties, unless those elements are the subject of the contract.

6. PROTECTION OF PERSONAL DATA

6.1. Processing of personal data by the contracting authority

The contracting authority undertakes to process the personal data that are communicated to it in response to the call for the tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

6.2. Processing of personal data by the service provider

Where during contract performance, the service provider processes personal data of the contracting authority or in execution of a legal obligation, the following provisions apply :

For any processing of personal data carried out in connection with this public contract, the service provider is required to comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

By simply participating in the contracting process, the tenderer certifies that he will strictly comply with the obligations of the GDPR for any processing of personal data conducted in connection with that public contract.

Given the public contract, it is to be considered that the contracting authority and the service provider will each be responsible, individually, for the processing.

7. INTELLECTUAL PROPERTY (ART. 19 TO 23)

- 7.1. The contracting authority **does not acquire** the intellectual property rights created, developed, or used during performance of the public contract.
- 7.2. Unless otherwise specified in the procurement documents and without prejudice to clause 7.1, when this public contract involves the creation, manufacture, or development of designs, logos, or similar works, the contracting authority acquires the intellectual property rights to these works. This includes the right to trademark, register, and protect them.
- 7.3. For any domain names created under this public contract, the contracting authority similarly acquires the right to register and protect them unless stated otherwise in the procurement documents.
- 7.4. As the contracting authority does not acquire the intellectual property rights, it shall obtain a patent license for the results protected by intellectual property law. This license must cover the modes of exploitation specified in the procurement documents.

SECTION (B) - FINANCIAL GUARANTEES

8. PERFORMANCE BOND (ART. 25 TO 33)

No performance bond is required for this public contract.

SECTION (C) - THE PUBLIC CONTRACT DOCUMENTS

9. CONFORMITY OF PERFORMANCE (ART. 34)

The services must comply in all respects with the procurement documents. In the absence of specific technical specifications in the procurement documents, the performance of the contract must meet the highest standards of good practice in the relevant field.

SECTION (D) - CHANGES TO THE PUBLIC CONTRACT

10. REPLACEMENT OF THE SERVICE PROVIDER (ART. 38/3, °1)

10.1. Scope

The clause may be applied in case the service provider is unable to continue the performance of the contract due to termination of the contract (art. 61, 62 or 62/1, °2 of the "GIR") or after taking an ex officio measure (art. 47 of the "GIR").

10.2. Nature of the amendment

In derogation of art. 47, § 2, °3 of the "GIR", the contracting authority may, in all the above cases, immediately award a new contract to the subcontractor(s) of the service provider already involved in the performance of the contract or to the second-ranked tenderer, for all or part of the contract still to be performed, and this without initiating a new award procedure. This agreement will take the form of an amendment to the original contract to be concluded between the contracting authority and the new service provider.

10.3. Conditions under which this revision clause may be used

Provided that they meet the selection criteria and the exclusion grounds set out in this document, and if they can meet the initial conditions of the contract, the contracting authority may conclude a contract for account with the service provider 's subcontractor(s) already involved in the performance of the contract. To this end, the contracting authority shall contact the subcontractor(s) or his (their) representative(s), asking whether he (they) can meet the original terms of the contract. If the subcontractor(s) cannot meet the original conditions, a contract for account may be concluded under amended conditions. Before concluding such an amended contract, the contracting authority shall check whether the new conditions are still more advantageous than those of the tenderer ranked second during the evaluation of the tenders under the original award procedure. If this is not the case, the contracting authority will conclude a contract for account as referred to in the paragraph below.

If the contracting authority is unable or unwilling to avail itself of the option mentioned in the preceding paragraph, a contract for account may be concluded with the tenderer who was ranked second during the evaluation of the tenders under the original award procedure, provided that he meets the selection criteria and the exclusion grounds set out in this document. To this end, the contracting authority contacts the second-ranked tenderer or his representative to ask whether he agrees to maintain his bid. If that bidder agrees without reservation, the contracting authority proceeds to award and conclude the contract for account. If the tenderer in question does not agree to maintain the terms of his initial tender or if his modified tender does not remain the most economically advantageous on the basis of the evaluation of the tenders under the original award procedure (after exclusion of the initial service provider), the contracting authority shall address itself:

- (a) either successively, according to the ranking, to the other regular the tenderers. In this case too, the contracting authority contacts the tenderer concerned or his representative to ask whether he agrees to maintain his tender. If that tenderer agrees without reservation, the contracting authority proceeds to award and conclude the contract for account ;

- (b) or simultaneously to all the other regular tenderers, asking them to revise their tender, on the basis of the initial terms of the contract, in order to award and conclude the contract on the basis of the tender that has become the most economically advantageous.

In any case, the contracting authority shall ensure that verification of the absence of grounds for exclusion and compliance with the selection criteria has taken place in an impartial and transparent manner, either in the context of the initial award procedure or at the time of the conclusion of the contract for account, so that no contract is awarded to a tenderer (or subcontractor) who should have been excluded or who does not meet the selection criteria. The minimum requirements of qualitative selection may, where appropriate, be adjusted in proportion to the remaining part of the contract if the contract for account is concluded only for part of the contract still to be performed.

The contract for account will be concluded by means of an amendment to the original contract, which will be signed by the contracting authority and the new service provider. If the contract has already been partially performed, this amendment will accurately mention all parts of the contract that still need to be performed. The amendment shall also mention all the changed conditions compared to the original tender of the initial service provider, and compared to the original tender of the new service provider. If necessary, the amendment shall state the method of application of the original conditions to the remaining part of the contract. All other conditions stated in the contract documents (the tender specifications and the original tender of the initial or new service provider), shall continue to apply unchanged.

If a contract for account is concluded, a copy of the amendment concerning the contract to be concluded shall be sent to the initial service provider by electronic transmission, in deviation from art. 47, § 3 (3) of the "GIR". If, following the application of an ex officio measure (art. 47 of the "GIR"), the price of the new contract for account concluded is higher than that of the initial contract, the initial service provider shall bear the additional costs.

11. REVISION OF PRICES (ART. 38/7)

Price revisions are not allowed under this contract.

12. INDEMNITIES FOR SUSPENSIONS ORDERED BY THE CONTRACTING AUTHORITY DURING CONTRACT PERFORMANCE (ART. 38/12)

- 12.1. The contracting authority reserves the right to suspend the performance of the contract for a given period, mainly because it considers that the procurement contract cannot be performed without inconvenience at that time.
- 12.2. The performance period is extended by the period of delay caused by this suspension, provided that the contractual performance period has not expired. If it has expired, the return of fines for late performance may be agreed.
- 12.3. When activities are suspended, based on this clause 12.3, the service provider is required to take all necessary precautions, at his expense, to protect the services already performed and the materials from potential damage caused by unfavourable weather conditions, theft or other malicious acts.
- 12.4. The service provider has a right to damages for suspensions ordered by the contracting authority when:
- (a) The suspension lasts in total longer than one twentieth of the performance period and at least ten working days or fifteen calendar days, depending on whether the performance period is expressed in working days or calendar days;
 - (b) The suspension is not due to unfavorable weather conditions or other circumstances beyond the contracting authority's control which, in the contracting authority's discretion, constitute an obstacle to the continued performance of the contract at that time;

- (c) The suspension occurs during the contract's performance period.

13. UNFORESEEABLE CIRCUMSTANCES

- 13.1. As a general rule, the service provider is not entitled to request modifications to the contractual terms for circumstances unknown to the contracting authority.
- 13.2. A decision by the Belgian state to suspend cooperation with a partner country, or a decision of a government of a partner country to suspend cooperation with the Belgian state, constitutes an unforeseeable circumstance under this clause 13. In the event that the Belgian state or the partner country terminates or ceases activities, which implies therefore the financing of this public contract, Enabel will make reasonable efforts to negotiate a fair maximum compensation amount.

14. TAXATION HAVING AN EFFECT ON THE VALUE OF THE PUBLIC CONTRACT (ART. 38/8)

- 14.1. For this public contract, a price revision resulting from a change in taxation is possible if the case occurs in Belgium or in the country of performance concerned by this public contract and has an incidence on the value of the public contract.
- 14.2. Such price revision is only possible if both the following conditions apply:
- (a) The change entered into force after the tenth day preceding the deadline for submission of tenders, and
 - (b) Either directly, or indirectly by means of an index, such taxation is not included in the revision formula provided for in procurement documents in application of Article 38/7 of the "GIR".
- 14.3. In the event of an increase in charges, the service provider must prove that it has actually borne the additional charges it has claimed and that they are related to the performance of the contract.
- In case of a reduction, there is no revision if the service provider proves that he paid the charges at the old rate.

15. TERMS OF INTRODUCTION (ART. 38/14 TO 38/17)

- 15.1. The contracting authority or the service provider who wishes to rely on one of the review clauses, as referred to in Articles 38/9 to 38/12 of the "GIR", must give written notice of the facts or circumstances invoked on which it relies within 30 days, either after they occurred or after the date on which the contracting authority or the service provider should normally have known about them.
- 15.2. The service provider may only invoke the application of one of these review clauses if it succinctly discloses the influence of the facts or circumstances invoked on the course and cost of the contract to the contracting authority within the period mentioned under clause 15.1, regardless of whether the contracting authority is aware of the facts or circumstances.

SECTION (F) - PERFORMANCE MODALITIES

16. ORDER FORMS (ART. 146)

17. DEADLINES AND TERMS (ART. 147)

- 17.1. The service provider must complete the services within a period expressed in **calendar days**, which the tenderer must propose and indicate in their tender. All days are indistinguishably included in the period.
- 17.2. Performance shall start from **the day after the date on which the service provider received the contract conclusion notification letter**.
- 17.3. In any case, the service provider must complete the services before **31 August 2027**. If no (shorter) performance period is included in the tender, no points will be awarded for the award criterion linked to the performance period.

18. PLACE OF PERFORMANCE (ART. 149)

The services must be performed at the following address:
The domicile or country of residence of the service provider/supplier.

19. INSPECTION OF THE SERVICES (ART. 150)

- 19.1. If irregularities are identified during the performance of this contract, the service provider will be promptly notified by e-mail, followed by confirmation via registered letter. The service provider is required to rectify the non-compliant services.
- 19.2. The service provider must notify the managing official in writing, either by registered post or e-mail (with proof of the exact dispatch date), specifying the date on which the services will be available for inspection.

20. LIABILITY OF THE SERVICE PROVIDER (ART. 152-153)

- 20.1. The service provider assumes full responsibility for any mistakes or deficiencies in the services delivered.
- 20.2. The service provider shall indemnify the contracting authority against any damages it may incur as a result of liability towards third parties arising from delays in the performance of the services or any failure by the service provider to fulfill its obligations.

SECTION (G) - MEANS OF ACTION

21. FAILURE OF PERFORMANCE (ART. 44)

- 21.1. The service provider shall be considered in breach of this public contract under the following circumstances:
 - (a) When contract performance is not carried out in accordance with the conditions specified in the procurement documents;

- (b) When, at any time, contract performance has not progressed in such a way that it can be fully completed on the due dates;
- (c) When the service provider fails to comply with written orders issued in due form by the contracting authority.

Any failure to comply with the provisions of the public contract, including the non-compliance with orders from the contracting authority, will be documented in a report ('process verbal'). A copy of this report will be sent immediately to the service provider either by registered post or e-mail (with proof of the exact dispatch date).

- 21.2. The service provider must address the defects without delay. He may assert his right of defence, either by registered post or e-mail (with proof of the exact dispatch date), addressed to the contracting authority within fifteen days from the date of dispatch of the report (process verbal). Silence on his part after this period shall be deemed as acknowledgement of the reported facts.
- 21.3. Any defects that can be attributed to the service provider may result in the application of one or more measures as provided in Articles 45 to 49, 154 and 155 of the "GIR".

22. FINES FOR DELAY (ART. 46 AND 154)

- 22.1. Fines for delay differ from penalties referred to in Article 45 of the "GIR". They are due, without the need for notice, by the mere lapse of the performance period without the issuing of a report and they are automatically applied for the total number of days of delay.
- 22.2. Fines for delay are calculated, according to Article 154 of the "GIR", at a rate of **0.1%** per day of delay, with a **maximum of 7.5%**, of the value of all or part of the services that were performed with the same delay.
- 22.3. If the execution deadline is an award criterion, the penalty rate may increase to a **maximum of 10%**, depending on the weight assigned to this criterion in the tender specifications.
- 22.4. Without prejudice to the application of these fines, the service provider shall indemnify the contracting authority where appropriate against any damages owed to third parties on account of its delay in performing the contract.

23. MEASURES AS OF RIGHT (ART. 47 AND 155)

- 23.1. When, upon the expiration of the deadline specified in Article 44, § 2 of the "GIR", to present justifications, the service provider has remained inactive or has submitted justifications deemed insufficient by the contracting authority, the latter may invoke the measures as of right outlined in clause 23.2. However, the contracting authority may apply these measures before the expiration of the aforementioned term when the service provider has explicitly acknowledged the identified shortcomings.
- 23.2. The measures as of right are:
 - (a) Unilateral termination of the contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part;
 - (b) Completion of all or part of the unfulfilled contract by the contracting authority itself;
 - (c) Conclusion of one or more replacement contracts with one or more third parties for all or part of the contract remaining to be performed.

The measures outlined in points (a), (b), and (c) will be executed at the expense, risk, and peril of the defaulting service provider. However, any fines or penalties imposed during the performance of a replacement contract will be borne by the new service provider.

SECTION (H) - END OF THE PUBLIC CONTRACT

24. ACCEPTANCE OF THE SERVICES PERFORMED (ART. 64 AND 156)

- 24.1. The managing official will closely follow up the services during their performance. The services will not be accepted until after having satisfied the inspections, technical acceptance operations and prescribed tests.
- 24.2. Final Acceptance will occur upon service delivery completion, marking full contract completion.
- 24.3. When the contracting authority is in possession of the list of services provided or the invoice and the total or partial completion of the services is established in accordance with the procedures laid down in the contract documents, the contracting authority shall carry out the verification, proceed with the acceptance formalities and notify the service provider of the result. In any event, the verification shall be carried out within the processing period referred to in Article 160(1) of the "GIR" (clause 25).
- 24.4. If the services are completed before or after the expected date, the service provider must notify the managing official by registered letter or electronic mail that provides equivalent assurance of the exact date of dispatch, and shall request that the acceptance procedure be carried out.
- 24.5. Any progress payment shall be preceded by partial acceptance. The last partial acceptance is considered final acceptance and concludes the services under the contract.

25. INVOICING AND PAYMENT (ART. 66-72 AND 160)

- 25.1. The contracting authority shall verify and pay the amount due to the service provider within a processing period of thirty days from the date on which it is established that all or part of the services have been completed, the terms of which shall be laid down in the contract documents. However, payment can only be made if the contracting authority is in possession of the duly established invoice.
- 25.2. Only services that have been performed correctly may be invoiced. The invoice must be issued in EURO.
- 25.3. The service provider sends (one copy only of) the invoices and the contract acceptance report (original copy) to the following address: **Enabel - Belgian Development Agency, 22, Abdallah Ar-Rihani St., Swefieh, Amman, Jordan.**
- 25.4. Payment will be made in accordance with one of the following arrangements:

Tranche	%	Payment Condition
T1	30%	DL1 - Approval of the Inception Report
T2	30%	DL2 - Completion and validation of RPL assessments for 500 eligible candidates + data set+ tech.note
T3	30%	DL3 - Completion and validation of RPL assessments for an additional 500 eligible candidates (second batch, bringing the total to 1,000) + data set+ tech.note
T4	10%	DL4 - Approval of the Final Report and consolidated dataset

Payments related to deliverables shall be made on a lump-sum basis, subject to formal acceptance by Enabel.

For the purposes of payment, these deliverables shall be considered achieved only upon submission, review, and validation by Enabel of:

- (a) A complete and verifiable candidate-level dataset and technical note demonstrating that each candidate included has undergone the full RPL assessment process; and
- (b) Documentary evidence confirming that candidates included in the deliverable have been registered for and have attended at least one formal examination administered by the competent authority.

All candidate data and supporting documentation shall be accurate, complete, and fully traceable to official examination records. Such documentation shall be consistent with, and cross-referenced against, the evidence submitted for reimbursement of examination fees, including but not limited to official invoices, attendance lists, or confirmations issued by the competent examination authority.

Only candidates whose participation in the examination process can be verified through such documentation shall be considered for the purpose of deliverable validation and payment. Enabel reserves the right to exclude any candidate that cannot be duly substantiated.

Other Costs

Exams and Certification fees shall be advanced by the service provider and reimbursed by Enabel against documentary evidence, including official invoices or confirmation issued by the competent exams and certification authority.

Reimbursement shall cover all exams undertaken (including re-takes), irrespective of whether they result in the issuance of a certificate, as well as the corresponding certification fees for candidates who successfully obtain a certificate following an exam or re-take.

Under-utilisation of the maximum certification envelope (i.e. fewer than 700 beneficiaries being certified) **shall not be considered underperformance**, provided that the assessment process has been completed in compliance with the ToR and national standards.

Exams and Certification Costs (up to 1000 for exams, 300 re-take exams and 700 certificates)	Examination fees are set at 44 JOD per initial exam and 5 JOD per retake exam, while certification fees are fixed at 10 JOD per certificate. These apply to a maximum of 1,000 initial exams, 300 retake exams, and 700 certificates. All costs shall be advanced by the service provider and reimbursed upon submission of supporting documentary evidence.
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5 TERMS OF REFERENCE

1. Project Description

1.1 Project Form

Title of the intervention	Employment and Livelihood Programme (ELP): Socio-economic empowerment for youth, Syrian refugees and women in Jordan
Code of the intervention	JOR23001
Location	Jordan
Total budget	6.5 million €
Partner institution	Implementing Partners: <ul style="list-style-type: none"> • Technical and Vocational Skills Development Commission (TVSDC) now known as Accreditation and Quality Assurance Commission (AQAC) • Leaders International • Partners for Good Knowledge Partner: Expectation State
Target groups	<ul style="list-style-type: none"> • Youth (18-35 years), Syrian refugees (35% of the targeted beneficiaries), and women (50% of the targeted beneficiaries) • Employers of/and micro, or small and medium size enterprises • Business development/support services coaches • Vocational Training Institutions (VTIs) • Local authorities and stakeholders in charge of the refugees' response on livelihood and socio-economic opportunities
Impact¹	Enhanced socio-economic empowerment for youth, Syrian refugees, and women in Jordan
Outcome	Youth, Syrian refugees, and women are equipped with demand-driven skills and supported to access inclusive and decent employment.
Outputs	Result 1: Youth, Syrian refugees and women in Jordan are equipped with demand-driven skills and supported to access inclusive and decent employment opportunities
	Result 2: New and existing micro businesses are supported towards more resilient and sustainable outcomes
	Result 3: Evidence related to the inclusion of refugees and their hosts through economic opportunities and livelihoods is supported and it provides the basis for more inclusive policymaking and programming, monitoring and implementation of sector policies

2. Context and Rationale

2.1 Context of the Assignment

A significant proportion of vulnerable Jordanian youth and Syrian refugees in Jordan acquire skills through informal or non-formal employment, particularly in labour-intensive sectors such as construction and agriculture. However, the absence of formal certification limits their employability, wage prospects, and labour market mobility. Within the ELP, Recognition of Prior Learning (RPL) is a strategic instrument to formally recognise existing competencies, align skills with national qualification standards, and improve access to decent employment opportunities. The intervention will be implemented in coordination with AQAC and in line with national RPL frameworks and standards.

2.2 Purpose

The purpose of this assignment is to design and implement an inclusive, quality-assured RPL process that enables vulnerable populations to obtain formal recognition of their skills while preserving the integrity of assessment standards and avoiding incentives for over-certification.

2.3 Scope of the Assignment

Geographical scope: Amman, Irbid, Mafrqa, and Aqaba.

Subject to feasibility and cost-efficiency, implementation **may be limited to two or three** governorates while still achieving targets.

Sectoral scope: The intervention will focus on a maximum of **five** sectors, prioritized based on:

- accessibility for Syrian refugees;
- prevalence of informal skills;
- labour market relevance.

Indicative sectors include:

- Construction
- Agriculture

Targeting and Volume:

- 1,000 eligible candidates completing the RPL assessment process of which 65% Jordanians, 35% Syrians; 50% women;
- priority age group 18–35
- Ideally, 700 certified beneficiaries (not mandatory);

3. Assignment Description

The service provider shall be responsible for the comprehensive implementation of the AQAC-approved RPL process, in accordance with the AQAC framework for recognizing prior learning and experience in vocational and technical education and training institutions in Jordan, including:

- outreach, mobilisation, orientation and screening of applicants;
- conduct of RPL assessments in line with national standards;
- coordination with AQAC and authorised assessment bodies;
- facilitation of certification for successful candidates;
- data management, reporting, and quality assurance.

4. Expected Deliverables

DL1 – Inception Report

Methodology, detailed work plan, sectoral focus, coordination framework, risk analysis, and quality assurance approach.

DL2 – RPL Assessment Implementation (Phase 1)

Implementation and completion of RPL assessments for a first batch of at least 500 eligible candidates.

This phase shall include:

- Outreach, screening, and eligibility verification of applicants in the targeted governorates and sectors;
- Completion of the full RPL assessment process (theoretical and/or practical) for a first batch of at least 500 eligible candidates, in accordance with national RPL standards and approved assessment tools;
- Facilitation of candidates' access to formal certification examinations;
- Evidence that at least 500 candidates have attended at least one examination administered by the competent authority;

- Documentation of assessment outcomes, resulting in a certification or non-certification decision for each assessed beneficiary;
- Coordination with AQAC and/or authorised assessment and certification bodies to validate assessment outcomes;
- Submission of a consolidated dataset covering all assessed beneficiaries in Phase 1, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a short technical note describing the assessment process implemented, challenges encountered, and corrective measures adopted such as the support provided to candidates for re-take opportunities;

DL3 – RPL Assessment Implementation (Phase 2)

The service provider shall implement and complete the second phase of the RPL assessment process, extending the intervention up to the targeted maximum.

This phase shall include:

- Completion of the RPL assessment process for up to 1,000 eligible candidates in total, resulting in documented certification or non-certification decisions validated by the competent authority;
- Facilitation of the certification process for successful candidates, in coordination with AQAC or other authorised bodies;
- Consolidation and validation of all assessment and certification records;
- Submission of an updated and complete beneficiary database, covering all assessed and certified beneficiaries, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a reconciliation note summarising:
 - total number of applicants;
 - number of eligible candidates admitted to assessment;
 - number of assessed beneficiaries (initial and re-take exams)
 - number of certified beneficiaries (up to a maximum of 700).

DL4 – Final Report

- Final narrative and analytical report, consolidated dataset, certification reconciliation, challenges encountered, corrective measures adopted such as the support provided to candidates for re-take opportunities, lessons learned, and recommendations.

5. Duration and Timing

The assignment may start in August 2026 and conclude no later than 31 August 2027.

6. Profile of the Service Provider

This assignment is **open exclusively to legal entities**. Individual consultants are not eligible to apply.

The tenderer must be a legally registered organisation with demonstrated capacity to implement skills assessment or certification-related interventions at scale, including the ability to manage documentation and financial flows related to certification.

Given the novelty of Recognition of Prior Learning (RPL) in Jordan, prior RPL-specific experience is considered a strong asset but is not mandatory.

7. Documents to be submitted

Organizational CV / Portfolio (maximum 5 pages), presenting:

- general background of the organisation;
- core areas of expertise (e.g. skills assessment, TVET certification, workforce development, livelihoods, employment programmes, RPL);
- brief description of relevant past or ongoing projects (including client, sector, and approximate scale);
- experience working with vulnerable populations, refugees, youth, or women

CVs of Key Staff Positions proposed for this assignment (e.g. project coordinator, technical lead or assessor profiles), **with preference given to candidates demonstrating experience in Recognition of Prior Learning (RPL).**

- **Organisation of the Team**
 - Proposed team structure and roles;
 - Responsibilities of key staff positions;

Technical and Methodological Proposal including:

- **Understanding of the Assignment**
 - The tenderer's understanding of the objectives of the RPL intervention under the ELP;
 - Key challenges and risks related to implementing RPL in the Jordanian context;
 - Proposed mitigation measures to ensure assessment quality and inclusiveness.
- **Description of the proposed RPL methodology, including:**
 - outreach and mobilisation strategy;
 - eligibility screening and applicant management;
 - assessment approach (theoretical and practical);
 - quality assurance mechanisms to protect assessment integrity;
- **Implementation Strategy and Work Plan**
 - A clear and realistic work plan covering the entire assignment period, including:
 - key activities per phase (inception, Phase 1 assessments, Phase 2 assessments, reporting);
 - indicative timelines and sequencing;
 - mobilisation across governorates and sectors.
- **Data Management and Documentation**
 - Description of systems and tools proposed to:
 - manage beneficiary data;
 - track assessment and certification outcomes;
 - produce the documentation required under the ToR.

Financial proposal

Tenderers shall submit a Financial Proposal structured by deliverable, reflecting a lump-sum approach and fully aligned with the deliverables described in these Terms of Reference.

As determined by AQAC, exam fees are fixed at 44 JOD per initial exam, while re-take exam fees are fixed at 5 JOD per re-take. Certification fees are fixed at 10 JOD per certificate.

The contract value shall cover up to a maximum of 1,000 initial exams (44 JOD each), 300 re-take exams (5 JOD each), and 700 certificates (10 JOD each).

Exams and Certification fees are fixed by national regulations and will be inserted by Enabel in the financial table. Tenderers shall not price, modify, or compete on certification costs, which will be reimbursed exclusively against documentary evidence.

The Financial Proposal must be presented in EUR, exclusive of VAT, and must include all costs necessary for the full implementation of the assignment.

ECONOMIC AND FINANCIAL CAPACITY

1. MINIMUM TURNOVER

- 1.1. The tenderer must submit a statement of the total turnover and the turnover of the business activity that is the subject of the contract, for the last three available financial years, depending on the date of establishment or the date on which the economic operator commenced his business activities, insofar as the relevant turnover figures are available.
- 1.2. The annual minimum turnover that economic operators must achieve in the domain to which the contract relates is 300.000 euro.

2. FINANCIAL SOLVENCY

- 2.1. The tenderer must provide evidence of financial solvency.
- 2.2. The financial solvency will be evaluated based on the approved Financial Statements for the last three years, deposited with the National Bank of Belgium.
- 2.3. For Belgian tenderers: Tenderers who have already deposited their approved Financial Statements with the National Bank of Belgium are not required to include them in their tender, as the contracting authority can access these documents via the federal authority's digital portal. However, tenderers who have not deposited their approved Financial Statements with the National Bank of Belgium for the last three financial years must include them in their tender submission. This obligation also applies to recently approved Financial Statements that have not yet been deposited due to the legal deposit deadline not having expired.
- 2.4. For Belgian tenderers: For individual undertakings, a document listing all assets and liabilities, prepared by an IEC/IAB accountant or a registered auditor, will suffice.
 - (a) The document must be certified as accurate by the IEC/IAB accountant or registered auditor, as applicable.
 - (b) The document must reflect the most recent financial conditions, dated no more than 6 months prior to the tender opening date.
 - (c) If the enterprise has not yet published its Financial Statements, an interim balance, certified by the IEC/IAB accountant or registered auditor, will be accepted.
- 2.5. For foreign tenderers: Foreign tenderers must include:
 - (a) Their approved Financial Statements for the last three financial years, or
 - (b) A document listing all assets and liabilities of the enterprise.
 - (c) If the enterprise has not yet published its Financial Statements, an interim balance certified by an accountant or registered auditor, or by the relevant authority in the country concerned, will suffice.

3. REFERENCES FOR SIMILAR EXECUTED PROJECTS

- 3.1. The tenderer must provide references for similar contracts performed over the past three years.
- 3.2. The tenderer shall include in their submission a list of the main similar contracts completed in the last three years, specifying the amount, dates, and the recipients (whether public or private).
- 3.3. The tenderer must provide a minimum of **2 (two)** accepted references related to one or more of the following areas: Recognition of Prior Learning (RPL), skills development, TVET, quality assurance, and certification processes.
- 3.4. The total value of the accepted references must meet or exceed a minimum combined value of **150.000** euro.
- 3.5. The value per accepted reference must meet or exceed a minimum value of **75.000** euro.

4. SUBCONTRACTING

The tenderer must provide a description of the part of the contract that the service provider may wish to subcontract.

7 OVERVIEW OF THE DOCUMENTS TO BE SUBMITTED

- (a) Identification of the tenderer (for each participant for tenders submitted by a group) (see clause 1 of chapter 8 Forms);
- (b) List of subcontractors (see clause 2 of chapter 8 Forms);
- (c) Tender form - Prices (clause 3 of chapter 8 Forms)
- (d) The declaration on honour – Exclusion grounds (for each participant for tenders submitted by a group) (see clause 4 of chapter 8 Forms);
- (e) All documents demanded in
- (f) 1. Project Description

1.1 Project Form

Title of the intervention	Employment and Livelihood Programme (ELP): Socio-economic empowerment for youth, Syrian refugees and women in Jordan
Code of the intervention	JOR23001
Location	Jordan
Total budget	6.5 million €
Partner institution	Implementing Partners: <ul style="list-style-type: none"> • Technical and Vocational Skills Development Commission (TVSDC) now known as Accreditation and Quality Assurance Commission (AQAC) • Leaders International • Partners for Good Knowledge Partner: Expectation State
Target groups	<ul style="list-style-type: none"> • Youth (18-35 years), Syrian refugees (35% of the targeted beneficiaries), and women (50% of the targeted beneficiaries) • Employers of/and micro, or small and medium size enterprises • Business development/support services coaches • Vocational Training Institutions (VTIs) • Local authorities and stakeholders in charge of the refugees' response on livelihood and socio-economic opportunities
Impact¹	Enhanced socio-economic empowerment for youth, Syrian refugees, and women in Jordan
Outcome	Youth, Syrian refugees, and women are equipped with demand-driven skills and supported to access inclusive and decent employment.
Outputs	Result 1: Youth, Syrian refugees and women in Jordan are equipped with demand-driven skills and supported to access inclusive and decent employment opportunities
	Result 2: New and existing micro businesses are supported towards more resilient and sustainable outcomes
	Result 3: Evidence related to the inclusion of refugees and their hosts through economic opportunities and livelihoods is supported and it provides the basis for more inclusive policymaking and programming, monitoring and implementation of sector policies

2. Context and Rationale

2.1 Context of the Assignment

A significant proportion of vulnerable Jordanian youth and Syrian refugees in Jordan acquire skills through informal or non-formal employment, particularly in labour-intensive sectors such as construction and agriculture. However, the absence of formal certification limits their employability, wage prospects, and labour market mobility. Within the ELP, Recognition of Prior Learning (RPL) is a strategic instrument to formally recognise existing competencies, align skills with national qualification standards, and improve access to decent employment opportunities. The intervention will be implemented in coordination with AQAC and in line with national RPL frameworks and standards.

2.2 Purpose

The purpose of this assignment is to design and implement an inclusive, quality-assured RPL process that enables vulnerable populations to obtain formal recognition of their skills while preserving the integrity of assessment standards and avoiding incentives for over-certification.

2.3 Scope of the Assignment

Geographical scope: Amman, Irbid, Mafraq, and Aqaba.

Subject to feasibility and cost-efficiency, implementation **may be limited to two or three** governorates while still achieving targets.

Sectoral scope: The intervention will focus on a maximum of **five** sectors, prioritized based on:

- accessibility for Syrian refugees;
- prevalence of informal skills;
- labour market relevance.

Indicative sectors include:

- Construction
- Agriculture

Targeting and Volume:

- 1,000 eligible candidates completing the RPL assessment process of which 65% Jordanians, 35% Syrians; 50% women;
- priority age group 18–35
- Ideally, 700 certified beneficiaries (not mandatory);

3. Assignment Description

The service provider shall be responsible for the comprehensive implementation of the AQAC-approved RPL process, in accordance with the AQAC framework for recognizing prior learning and experience in vocational and technical education and training institutions in Jordan, including:

- outreach, mobilisation, orientation and screening of applicants;
- conduct of RPL assessments in line with national standards;
- coordination with AQAC and authorised assessment bodies;
- facilitation of certification for successful candidates;
- data management, reporting, and quality assurance.

4. Expected Deliverables

DL1 – Inception Report

Methodology, detailed work plan, sectoral focus, coordination framework, risk analysis, and quality assurance approach.

DL2 – RPL Assessment Implementation (Phase 1)

Implementation and completion of RPL assessments for a first batch of at least 500 eligible candidates.

This phase shall include:

- Outreach, screening, and eligibility verification of applicants in the targeted governorates and sectors;
- Completion of the full RPL assessment process (theoretical and/or practical) for a first batch of at least 500 eligible candidates, in accordance with national RPL standards and approved assessment tools;
- Facilitation of candidates' access to formal certification examinations;
- Evidence that at least 500 candidates have attended at least one examination administered by the competent authority;
- Documentation of assessment outcomes, resulting in a certification or non-certification decision for each assessed beneficiary;
- Coordination with AQAC and/or authorised assessment and certification bodies to validate assessment outcomes;
- Submission of a consolidated dataset covering all assessed beneficiaries in Phase 1, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a short technical note describing the assessment process implemented, challenges encountered, and corrective measures adopted such as the support provided to candidates for re-take opportunities;

DL3 – RPL Assessment Implementation (Phase 2)

The service provider shall implement and complete the second phase of the RPL assessment process, extending the intervention up to the targeted maximum.

This phase shall include:

- Completion of the RPL assessment process for up to 1,000 eligible candidates in total, resulting in documented certification or non-certification decisions validated by the competent authority;
- Facilitation of the certification process for successful candidates, in coordination with AQAC or other authorised bodies;
- Consolidation and validation of all assessment and certification records;
- Submission of an updated and complete beneficiary database, covering all assessed and certified beneficiaries, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a reconciliation note summarising:
 - total number of applicants;
 - number of eligible candidates admitted to assessment;
 - number of assessed beneficiaries (initial and re-take exams)
 - number of certified beneficiaries (up to a maximum of 700).

DL4 – Final Report

- Final narrative and analytical report, consolidated dataset, certification reconciliation, challenges encountered, corrective measures adopted such as the support provided to candidates for re-take opportunities, lessons learned, and recommendations.

5. Duration and Timing

The assignment may start in August 2026 and conclude no later than 31 August 2027.

6. Profile of the Service Provider

This assignment is **open exclusively to legal entities**. Individual consultants are not eligible to apply.

The tenderer must be a legally registered organisation with demonstrated capacity to implement skills assessment or certification-related interventions at scale, including the ability to manage documentation and financial flows related to certification.

Given the novelty of Recognition of Prior Learning (RPL) in Jordan, prior RPL-specific experience is considered a strong asset but is not mandatory.

7. Documents to be submitted

Organizational CV / Portfolio (maximum 5 pages), presenting:

- general background of the organisation;
- core areas of expertise (e.g. skills assessment, TVET certification, workforce development, livelihoods, employment programmes, RPL);
- brief description of relevant past or ongoing projects (including client, sector, and approximate scale);
- experience working with vulnerable populations, refugees, youth, or women

CVs of Key Staff Positions proposed for this assignment (e.g. project coordinator, technical lead or assessor profiles), **with preference given to candidates demonstrating experience in Recognition of Prior Learning (RPL).**

- **Organisation of the Team**
 - Proposed team structure and roles;
 - Responsibilities of key staff positions;

Technical and Methodological Proposal including:

- **Understanding of the Assignment**
 - The tenderer's understanding of the objectives of the RPL intervention under the ELP;
 - Key challenges and risks related to implementing RPL in the Jordanian context;
 - Proposed mitigation measures to ensure assessment quality and inclusiveness.
- **Description of the proposed RPL methodology, including:**
 - outreach and mobilisation strategy;
 - eligibility screening and applicant management;
 - assessment approach (theoretical and practical);
 - quality assurance mechanisms to protect assessment integrity;
- **Implementation Strategy and Work Plan**
 - A clear and realistic work plan covering the entire assignment period, including:
 - key activities per phase (inception, Phase 1 assessments, Phase 2 assessments, reporting);
 - indicative timelines and sequencing;
 - mobilisation across governorates and sectors.
- **Data Management and Documentation**
 - Description of systems and tools proposed to:
 - manage beneficiary data;
 - track assessment and certification outcomes;
 - produce the documentation required under the ToR.

Financial proposal

Tenderers shall submit a Financial Proposal structured by deliverable, reflecting a lump-sum approach and fully aligned with the deliverables described in these Terms of Reference.

As determined by AQAC, exam fees are fixed at 44 JOD per initial exam, while re-take exam fees are fixed at 5 JOD per re-take. Certification fees are fixed at 10 JOD per certificate.

The contract value shall cover up to a maximum of 1,000 initial exams (44 JOD each), 300 re-take exams (5 JOD each), and 700 certificates (10 JOD each).

Exams and Certification fees are fixed by national regulations and will be inserted by Enabel in the financial table. Tenderers shall not price, modify, or compete on certification costs, which will be reimbursed exclusively against documentary evidence.

The Financial Proposal must be presented in EUR, exclusive of VAT, and must include all costs necessary for the full implementation of the assignment.

- (g) 6 Selection file (see clause 14 of chapter 3 Award Procedure); including financial statements and completion certificates.
- (h) All documents demanded in clause 16 of chapter 3 Award Procedure (award criteria);
- (i) Where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) with regard to the criteria of economic and financial capacity or technical and professional aptitude (see clause 14 of chapter 3 Award Procedure and
- (j) 1. Project Description

1.1 Project Form

Title of the intervention	Employment and Livelihood Programme (ELP): Socio-economic empowerment for youth, Syrian refugees and women in Jordan
Code of the intervention	JOR23001
Location	Jordan
Total budget	6.5 million €
Partner institution	<p>Implementing Partners:</p> <ul style="list-style-type: none"> • Technical and Vocational Skills Development Commission (TVSDC) now known as Accreditation and Quality Assurance Commission (AQAC) • Leaders International • Partners for Good <p>Knowledge Partner: Expectation State</p>
Target groups	<ul style="list-style-type: none"> • Youth (18-35 years), Syrian refugees (35% of the targeted beneficiaries), and women (50% of the targeted beneficiaries) • Employers of/and micro, or small and medium size enterprises • Business development/support services coaches • Vocational Training Institutions (VTIs) • Local authorities and stakeholders in charge of the refugees' response on livelihood and socio-economic opportunities
Impact¹	Enhanced socio-economic empowerment for youth, Syrian refugees, and women in Jordan
Outcome	Youth, Syrian refugees, and women are equipped with demand-driven skills and supported to access inclusive and decent employment.
Outputs	Result 1: Youth, Syrian refugees and women in Jordan are equipped with demand-driven skills and supported to access inclusive and decent employment opportunities
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	Result 3: Evidence related to the inclusion of refugees and their hosts through economic opportunities and livelihoods is supported and it provides the basis

	for more inclusive policymaking and programming, monitoring and implementation of sector policies
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2. Context and Rationale

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A significant proportion of vulnerable Jordanian youth and Syrian refugees in Jordan acquire skills through informal or non-formal employment, particularly in labour-intensive sectors such as construction and agriculture. However, the absence of formal certification limits their employability, wage prospects, and labour market mobility. Within the ELP, Recognition of Prior Learning (RPL) is a strategic instrument to formally recognise existing competencies, align skills with national qualification standards, and improve access to decent employment opportunities. The intervention will be implemented in coordination with AQAC and in line with national RPL frameworks and standards.

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The purpose of this assignment is to design and implement an inclusive, quality-assured RPL process that enables vulnerable populations to obtain formal recognition of their skills while preserving the integrity of assessment standards and avoiding incentives for over-certification.

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- Evidence that at least 500 candidates have attended at least one examination administered by the competent authority;
- Documentation of assessment outcomes, resulting in a certification or non-certification decision for each assessed beneficiary;
- Coordination with AQAC and/or authorised assessment and certification bodies to validate assessment outcomes;
- Submission of a consolidated dataset covering all assessed beneficiaries in Phase 1, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a short technical note describing the assessment process implemented, challenges encountered, and corrective measures adopted such as the support provided to candidates for re-take opportunities;

DL3 – RPL Assessment Implementation (Phase 2)

The service provider shall implement and complete the second phase of the RPL assessment process, extending the intervention up to the targeted maximum.

This phase shall include:

- Completion of the RPL assessment process for up to 1,000 eligible candidates in total, resulting in documented certification or non-certification decisions validated by the competent authority;
- Facilitation of the certification process for successful candidates, in coordination with AQAC or other authorised bodies;
- Consolidation and validation of all assessment and certification records;
- Submission of an updated and complete beneficiary database, covering all assessed and certified beneficiaries, disaggregated by gender, nationality, age group, sector, and governorate;
- Submission of a reconciliation note summarising:
 - total number of applicants;
 - number of eligible candidates admitted to assessment;
 - number of assessed beneficiaries (initial and re-take exams)
 - number of certified beneficiaries (up to a maximum of 700).

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The contract value shall cover up to a maximum of 1,000 initial exams (44 JOD each), 300 re-take exams (5 JOD each), and 700 certificates (10 JOD each).

Exams and Certification fees are fixed by national regulations and will be inserted by Enabel in the financial table. Tenderers shall not price, modify, or compete on certification costs, which will be reimbursed exclusively against documentary evidence.

The Financial Proposal must be presented in EUR, exclusive of VAT, and must include all costs necessary for the full implementation of the assignment.

- (k) 6 Selection file), it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect;
- (l) A detail of the prices quoted, listing for each item the various elements that are included in the price and the applicable taxes;
- (m) The statutes and any other document required to establish the power of attorney of the signer(s) (for each participant for tenders submitted by a group);
- (n) Where the tender is submitted by a group of economic operators, the association agreement signed by each participant, clearly showing who represents the association.

1. IDENTIFICATION FORM



Identification form Natural person

This form must be completed, signed and accompanied by a legible photocopy of the identity document.

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

I. PERSONAL DATA	
FAMILY NAME(S) <i>As indicated on the official document.</i>	
FIRST NAME(S) <i>As indicated on the official document.</i>	
DATE OF BIRTH <i>DD MM YYYY</i>	
PLACE OF BIRTH <i>(town, village)</i>	
TYPE OF IDENTITY DOCUMENT <i>(identity card, passport, driving licence etc.)</i>	
ISSUING COUNTRY	
IDENTITY DOCUMENT NUMBER	
ADDRESS (permanent) <i>Street+ P.O. Box Postal code City, Region/Province Country</i>	
TELEPHONE NUMBER	
E-MAIL	
II. BUSINESS DATA	
PLEASE SPECIFY YOUR STATUS:	<input type="checkbox"/> Duly registered independent <input type="checkbox"/> Unregistered self-employed (no official formalisation) <input type="checkbox"/> other (please specify):
REGISTRATION NUMBER (if applicable)	

VAT NUMBER (if applicable)	
PLACE OF REGISTRATION (if applicable)	
COUNTRY	

Identification form Legal person

This form must be completed, signed and accompanied by a copy of the official documents (articles of association, trade register(s), extract from the publication in the official gazette or VAT registration) substantiating the information given.

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

PRIVATE/PUBLIC-LAW ENTITY WITH A LEGAL FORM

OFFICIAL NAME <i>As indicated on the official document.</i>	
COMMERCIAL NAME <i>(if different from official name)</i>	
ABBREVIATION <i>(if applicable)</i>	
LEGAL FORM	
TYPE OF ORGANISATION <i>(Delete as appropriate)</i>	<ul style="list-style-type: none"> - FOR PROFIT - NOT FOR PROFIT - NGO
PRINCIPAL REGISTRATION NUMBER	
SECONDARY REGISTRATION NUMBER <i>(if applicable)</i>	
PLACE OF REGISTRATION <i>City</i> <i>Country</i>	
DATE OF REGISTRATION <i>DD MM YYYY</i>	
VAT NUMBER	
ADDRESS OF REGISTERED OFFICE <i>Street+ P.O. Box</i> <i>Postal code</i> <i>City, Region/Province</i> <i>Country</i>	
TELEPHONE NUMBER	
E-MAIL	

Identification form Public actor - entity

This form must be completed, signed and accompanied by a copy of the official documents (law, resolution, trade register(s), official gazette, VAT registration etc) substantiating the information given.

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

OFFICIAL NAME <i>As indicated on the official document.</i>	
ABBREVIATION <i>(if applicable)</i>	
LEGAL FORM	
PRINCIPAL REGISTRATION NUMBER	
SECONDARY REGISTRATION NUMBER <i>(if applicable)</i>	
PLACE OF REGISTRATION <i>City</i> <i>Country</i>	
DATE OF REGISTRATION <i>DD MM YYYY</i>	
VAT NUMBER	
ADDRESS OF REGISTERED OFFICE <i>Street+ P.O. Box</i> <i>Postal code</i> <i>City, Region/Province</i> <i>Country</i>	
TELEPHONE NUMBER	
E-MAIL	

2. LIST OF SUBCONTRACTORS

I (we) declare that the share of the public contract to be subcontracted is as indicated below.

List of subcontractors planned to be engaged in the implementation of the contracts				
Name and legal form	Address / Registered office	Object of engagement	LOT in which will be engaged (if applicable)	Other entity within the meaning of paragraph 1 ^{er} of Article 73 of the R.D. of 18 April 2017 (YES/NO)*

* In accordance with Article 73 of the Royal Decree of 18 April 2017, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for economic and financial capacity criteria and technical and professional aptitude criteria, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

2.1. Any change of subcontractor compared to those indicated in the tender submitted will be submitted for approval to the contracting authority before intervention in contract performance, in particular in order to verify that the latter has the required capacity and does not subject to a reason for exclusion (Art. 73 – the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors; Art. 12-13 – Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts).

3. TENDER FORM - PRICES

The prices for each item in the inventory are established relative to the value of these items in relation to the total value of the tender. All general and financial costs as well as the profits are distributed between the various items in proportion to their weight.

Deliverable	Description	Lump-Sum Amount (EUR, excl. VAT)
DL1 – Inception Report	Preparation and submission of the inception report, including methodology, work plan, coordination framework, risk analysis, and quality assurance approach.	
DL2 – RPL Assessment Implementation (Phase 1)	Lump-sum price covering all activities related to outreach, screening, RPL assessments, candidate preparation, and facilitation of access to examinations for 500 candidates, including the submission of a dataset and technical note, and evidence that the candidates have effectively accessed the formal examination process by attending at least one examination administered by the competent authority. The effort associated with support for participation in re-take examinations shall be considered as included in the lump-sum price. Examination and certification fees shall not be included in the Financial Proposal and will be reimbursed separately based on actual costs.	
DL3 – RPL Assessment Implementation (Phase 2)	RPL assessments, candidate preparation, and facilitation of access to examinations for additional 500 candidates, including the submission of a dataset and technical note, and evidence that the candidates have effectively accessed the formal examination process by attending at least one examination administered by the competent authority. The effort associated with support for participation in re-take examinations shall be considered as included in the lump-sum price. Examination and certification fees shall not be included in the Financial Proposal and will be reimbursed separately based on actual costs.	
DL4 – Final Report	Submission of the final report, consolidated dataset, certification reconciliation, lessons learned, and recommendations.	
Total price VAT excluded		
Exams and Certification Costs (up to 1000 for exams, 300 re-take exams and 700 certificates)	Examination fees are set at 44 JOD per initial exam and 5 JOD per retake exam, while certification fees are fixed at 10 JOD per certificate. These apply to a maximum of 1,000 initial exams, 300 retake exams, and 700 certificates. All costs shall be advanced by the service provider and reimbursed upon submission of supporting documentary evidence.	63,800 EUR
Total price VAT included		

4. ANNUAL TURNOVER

The tenderer must complete the following table of financial data based on his annual accounts.

Financial data	Year [EUR]	2023	Year [EUR]	2024	Year [EUR]	2025
Annual turnover, excluding this public contract ^[1]						
Current Assets ^[2]						
Current Liabilities ^[3]						
Average annual exchange rates		1JOD=1.3201 EUR 1 USD = 0.943 EUR		1JOD=1.3011 EUR 1 USD = 0.926 EUR		1JOD=1.2429 EUR 1 USD = 0.893 EUR

First name:		Place:	
Last name:		Date:	
Duly authorised to sign this tender on behalf of:		Signature and stamp:	

^[1] Last accounting year for which the entity's accounts have been closed.

^[2] The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

^[3] A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

1. LIST THE REFERENCES/SIMILAR EXPERIENCE

List below the experience under contracts in the role of contractor or subcontractor completed within the last **three years** prior to the applications submission deadline (**2024 – present**). Start with the most recent. Completion certificates for the mentioned service should be provided.

Description of the main works performed	Final contract value	Currency	Role contractor/subcontractor	Start date	End date (provisional acceptance)	Contracting authority	Completion certificate attached?

First name:		Place:	
Last name:		Date:	
Duly authorised to sign this tender on behalf of:		Signature and stamp:	

5. DECLARATION ON HONOUR - EXCLUSION GROUNDS

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer/beneficiary/partner/co-contractor declare that the tenderer is not in any of the following cases of exclusion:

** Please tick the boxes to confirm each situation*

- The counterparty or one of its directors has not been convicted by a final judicial decision of any of the following offenses:**
 - a. Participation in a criminal organization;
 - b. Corruption;
 - c. Fraud;
 - d. Terrorist offenses, offenses linked to terrorist activities or incitement to commit such offenses, complicity, or attempt;
 - e. Money laundering or terrorism financing;
 - f. Child labor and other forms of trafficking in human beings;
 - g. Employment of third-country nationals in illegal residence;
 - h. Creation of offshore companies.

- The counterparty fulfills its obligations related to the payment of taxes, duties, and social security contributions for an amount exceeding €3,000, unless it can demonstrate that it holds one or more certain, due, and unencumbered claims against a contracting authority for at least the amount corresponding to the overdue tax or social debt.**

- The counterparty is not in a state of bankruptcy, liquidation, cessation of activities, judicial reorganization, has not admitted bankruptcy, is not the subject of liquidation or judicial reorganization, or any analogous situation derived from similar procedures in other national regulations.**

- The counterparty has not committed any serious professional misconduct that questions its integrity. Serious professional misconduct particularly includes:**
 - a. Breach of Enabel's policy on sexual exploitation and abuse;
 - b. Breach of Enabel's policy on fraud and corruption risk management;
 - c. Violation of local legislation concerning sexual harassment at work;
 - d. Serious false statements or use of false documents in providing information required for exclusion checks or selection criteria, or concealing information;
 - e. Evidence sufficient to conclude anti-competitive acts, agreements, or arrangements;

Regarding conflict of interest:

Please tick the applicable box

- The counterparty or its directors have no actual or potential conflict of interest, no real or potential business or family relationship, nor appear to have such, with any member of Enabel's Board, personnel, or others involved in tender preparation, selection, or contract execution.

or

- The counterparty informs Enabel of any actual, potential, or reasonably perceived conflict of interest that may affect or appear to affect impartiality in the procurement, granting, selection, or contract execution process.

→ *A detailed description of any such conflicts, including nature and persons involved, will be annexed to this declaration.*

- The counterparty has not committed any serious or persistent failures during the execution of a prior essential contractual obligation with another contracting authority resulting in measures, damages, or comparable sanctions.**
- The counterparty attests that no restrictive measures have been taken against it related to international peace and security violations such as terrorism, human rights violations, destabilization of sovereign states, or proliferation of WMD.**
- The counterparty does not appear on any sanction lists maintained by the United Nations, European Union and Belgium .**

I/we commit to promptly inform Enabel of any change in the above points, including sanctions or embargo measure adopted by the United Nations, the European Union and/or Belgium occurring after our signature of this Declaration.

Done at:		Date:	
By (Name of entity):		Represented by (Full name)	
Signature of authorised representative:			

