



CALL FOR TENDER FOR CAPITALISATION SERVICES (Work package 2)

Deadline: 9 November 2022, at 12:00 PM

Under the Framework of “CLUSTER – advanCing youth and women social inclUSion in The mEditerRanean” (C_A.3.1_0014) Project

The [CLUSTER](#) project is funded under the European Union’s ENI CBC Mediterranean Sea Basin (ENI CBC Med) Programme, with the European Institute of the Mediterranean (IEMed) as the Lead Beneficiary and implemented through a consortium of partners from Italy, Cyprus, France, Jordan, Palestine and Tunisia.

The CLUSTER project aims to create a supportive environment for youth/women employment schemes, by equipping NEETs (Not in Education, Employment, or Training), in particular women, between 18-30 years of age, with employability skills in four Sustainable Economy sectors (Blue Economy, Circular Economy, Green Economy and Sustainable Agriculture), promoting long-lasting partnerships between Technical and Vocational Education and Training (TVET) institutions and the private sector, and raising awareness of public authorities and policy-makers.

The project’s total budget is € 1,108,162.62 and it is financed for an amount of € 997,346.36 (90%) by the European Union (2014-2020 ENI CBC Med Programme) through the European Neighbourhood Instrument.

The project consortium is composed of the following partners:

- Lead Beneficiary – The European Institute of the Mediterranean (IEMed), Spain
- Partner 1 – ARCES Association, Italy
- Partner 2 – Cyprus Chamber of Commerce and Industry (CCCI), Cyprus
- Partner 3 – CDE Petra Patrimonia, France
- Partner 4 – National Agricultural Research Center (NARC), Jordan
- Partner 5 – Business Development Center (BDC), Jordan
- Partner 6 – Business Women Forum (BWF), Palestine
- Partner 7 – General Agency for Regional Development (CGDR), Tunisia

1) General Objective and Duration

The overall objective of CLUSTER is to tackle social exclusion and poverty amongst vulnerable groups in Cyprus, France, Italy, Jordan, Palestine, Spain, and Tunisia, by capitalising on results of previous projects and equipping young NEETs and women with marketable skills in the Sustainable Economy sectors.

The project implementation period is 24 months (01/09/2021 – 31/08/2023).

2) What Will Be Improved?

This document has been produced with the financial assistance of the European Union under the ENI CBC Mediterranean Sea Basin Programme. The contents of this document are the sole responsibility of the European Institute of the Mediterranean and can under no circumstances be regarded as reflecting the position of the European Union or the Programme management structures. The project’s total budget is € 1,108,162.62 and it is financed for an amount of €997,346.36 (90%) by the European Union (2014-2020 ENI CBC Med Programme).



CLUSTER

CLUSTER will equip young NEETs, in particular women, with soft and technical employability skills in in four sustainable economy sectors, and will reduce the mismatch between the labour market demand and youth skills, thus increasing their job opportunities, reducing the brain drain and unemployment rates in the concerned territories. CLUSTER will lead to strengthening of partnerships between TVET institutions, the private sector and social economy actors through dialogue, exchange and networking activities, securing the signature of 7 Agreements between those actors. CLUSTER's objective is to mainstream at policy level the identified good practices and support policy-makers in the design of inclusive employment policies.

3) Who Will Benefit?

- Young NEETS and women
- TVET institutions
- Private Sector in particular local SMEs in the Sustainable Economy sectors
- Public authorities and policy-makers in targeted project countries

4) Scope, Responsibilities and Activities Required by WP2 – Communication

As part of the project activities, the Project management team (PMT) of the Business Women Forum -Palestine BWF (Project Partner 6 PP6) is seeking the provision of Capitalisation services for the CLUSTER project in Palestine. The applying firm/person, hereinafter referred to as Tenderer, must have the demonstrable capability to carry out the scope of work of this assignment and must have the capacity and experience in the field of capitalisation of good practices and the building of synergies with other projects. The selected firm/person should provide support to the PMT through Technical Consultancy in charge of Capitalization in WP2 of the project. The aim of WP2 is to raise awareness and visibility of the activities of the CLUSTER project, through efficiently reaching out to target groups, disseminating the project's results and building synergies with similar initiatives. In this framework, the design and implementation of a capitalization strategy is foreseen, developed in parallel to technical WPs and development of key outputs. The activity will cover all aspects of capitalization, namely identification of efficient and successful practices of the CLUSTER Project, transfer and sharing of results with other relevant stakeholders and/or projects, networking and community building, advocacy and awareness raising. In this sense, synergies with other projects (especially those funded by ENI CBC Med and developed under [A.3.1 and A.1.1 priorities](#)) and/or stakeholders will be exploited in order to increase resource efficiency, ensure outreach, sustainability and long-term impact of project's results. Through this Capitalisation Strategy, CLUSTER intends to promote active and operational synergies with other initiatives in the Mediterranean, to identify, promote and transfer good practices while feeding public policies at the local level.

Implemented by



CLUSTER

The Service Provider appointed by the BWF will be in charge of elaborating this strategy for country/region of Palestine in collaboration with the other Capitalisation Experts hired by the Project Partners who, likewise, will provide input on the local synergies to be adopted in their respective countries/regions. Thus, the Service Provider is directly responsible for writing the strategy of the CLUSTER project within the territory of Palestine.

In particular, the Service Provider appointed by the BWF will have to carry out the following activities:

- a) November 2022: Preparatory meeting with PMT to discuss the objectives of this assignment.
- b) November 2022: Be in charge of the elaboration of the 1st draft of a capitalization strategy for the territory of Palestine, including a 1st mapping of suitable local and regional target groups. This strategy will have a local (i.e., Palestine) and regional scope (i.e., the other 7 countries/regions of the project that will be drafted by the other Capitalization Experts).
- c) November 2022: Collaborate in the identification of tools to use and transfer to other actors and project regions the project's key outputs (namely (i) the new model of intervention related to fostering marketable skills among NEETs, in particular women (including trainings, e-platform, coaching sessions); (ii) trainee-oriented, TVET-oriented and private sector-oriented catalogues; (iii) Regional and Cross-Border Action Plans with policy recommendations).
- d) November 2022 – January 2023: Assist the CLUSTER (Lead Partner) IEMed's Capitalization Expert in the elaboration of the final version of the Capitalization strategy, following the progress of the project.
- e) Throughout the project lifetime: Plan and implement the capitalization activities in Palestine together with the BWF's PMT.
- f) Throughout the project lifetime: Assist in the transfer and sharing of project's results, networking and community building, cross-border capitalization and awareness raising campaigns.
- g) Throughout the project lifetime: Attend meetings on a regular basis with the other Capitalization Experts assigned in the other project targeted countries.
- h) Throughout the project lifetime: Collaborate in the optimization of the project implementation in Palestine context.
- i) February 2023 (2nd Progress Report); September – October 2023 (last Interim Report): Collaborate in the elaboration of the capitalization section of the Narrative Reports.

Implemented by



5) Requirements

- Expertise in Vocational Training, Development Cooperation, Management, or Sustainable Economy.
- Knowledge of the vocational training landscape in Palestine (structures, stakeholders, etc.).
- Experience in mapping stakeholders/target groups to be engaged in the project.
- Fluency in verbal and written English and Arabic is required.
- Strong organizational skills, time management, team working, team building and problem-solving skills.

Preference will be given to applicants with:

- Previous experience in European project dealing with social inclusion (i.e., unemployed women, young people especially NEETs) and with the promotion of sustainable economic models (Blue, Green and Circular Economy, as well as Sustainable Agriculture).
- Previous experience in ENI CBC Med projects.
- Previous experience in project management and communication at the Euro-Mediterranean level.
- Experience in the implementation of project capitalization strategies in Catalonia targeting NEETs and young unemployed people as well as SMEs operating in the Circular, Blue and Green Economy sectors.
- Knowledge and skills in Sustainable Economy to facilitate the organization of online capitalization campaigns and project events in general and create contents on the project topics.

6) Duration/Payment/Duty Station

- This is a consultancy with a foreseen duration until 31 August 2023, starting from the date of signing of the contract. It is a hybrid work: mainly remote but also onsite if needed at the BWF's premises Ramallah, Al-Balou' Al-Fare' Building, 2nd Floor When hired, the Service Provider and the BWF will agree on a timetable to implement the capitalization activities.
- The Payment Will be In Euro
- Total compensation for the duration of the engagement, including VAT and any eventually social, security and welfare costs, is € 5,000. Payments will be progressively done upon submission of reports with their corresponding deliverables, to be agreed with the Tenderer.
- Tentative Starting Date: November 2022

Implemented by



7) Presentation of Applications and Selection Procedures

The application package must include the following:

- For individual applicants: CV + technical and financial bid (including a proposed timetable), considering the maximum amount offered is € 5,000.
- For firms: CVs of persons involved from the firm + technical and financial bid (including a proposed timetable), considering the maximum amount offered is € 5,000.
- The application package must be sent by email to procurement@bwf.ps
- The subject of the e-mail must state the following: “BWF-CLUSTER Project Capitalisation Services”.
- For more information about the CLUSTER project, please visit this [link](#).

8) Deadline

The deadline for submitting applications is **9 NOV 2022 at 12:00 PM**

9) Applications Evaluation:

The received proposals will be evaluated technically and financially. Where 70% of the final score will be for the technical part of the applied proposal, and 30% will be for the financial part.

10) Terms and Conditions

- BWF has the right of cancelling the tender or changing any of the above-mentioned items.
- The selected Service Providers should provide progress reports to the technical team.
- The Bidding Committee is not obligated to accept the lowest prices.
- The Financial bid should be VAT excluded.
- For individual bidder the financial bid will be subject to income tax

Implemented by