**Terms of reference   
and technical Specifications**

1. **General information**

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| --- | --- |
| Assignment name | Framework contract for mobilization of expertise in civil society strengthening and awareness raising campaign on social development - interactive theatre performances and Realization of Video |
| Beneficiary | Expertise France - TAKATUF project |
| Country | Jordan (all country territory) |
| Total estimated number of days | Expertise mobilization maximum: 70 Working days  Organization of communication events : 20 interactive theatre performances  Realization of Video spot for communication campaign 7 min |

1. **Context and justification of the need**

Takatuf project, implemented in the Karak and Jerash Governorates and Amman pilot areas, aims to improve gender equality and social cohesion by enhancing access to social services for vulnerable people, including both nationals and refugees. It will work towards making LCDCs, in partnership with CSOs and other stakeholders, more effective as single entry points for social services, while also strengthening coordination between the MoSD and the LCDC network to improve the structures and services provided.

More specifically, the Project aims to:

(1) Develop sustainable, inclusive and appropriate social services in the LCDCs, in collaboration with CSOs, including Community Based Organisations (CBOs), in order to strengthen social cohesion and gender equality;

(2) Strengthen the network of LCDCs by ensuring that their premises are functional and sufficiently equipped to meet the social service delivery needs and that their teams and partners have the appropriate skills and tools to carry out inclusive activities;

(3) Support the MoSD at the central level and in the field in its role of stewardship, coordination and monitoring/evaluation of the LCDCs, notably with indicators to enhance social cohesion and equality between women and men.

The selected service provider will mobilise a specialized expertise in the field of civils society organisations strengthening, CSOs capacity building, local comminutes mobilization in line with the objective of Takatuf project

Furthermore the selected service provider will participate in the communication events in the framework of Takatuf project. This can include awareness raising activities, interactive theatre performances and participatory communication activities for TAKATUF Project events and field-level initiatives.

A framework agreement enables long-term collaboration to implement capacity building activities, high-visibility events and field-level campaigns co-designed with pilot LCDCs.

1. **Objectives and desired results**
   1. **General objective**

Reinforce the capacities of CSOs in term of social services provision, strengthen community engagement, raise awareness on sensitive social issues, and promote inclusive practices in line with the objective of Takatuf project

* 1. **Specific objectives**
* Capacities of CSOs participating in the project activities are reinforced in term of special services provision
* Enhance communication and engagement around GBV, disability inclusion, and social cohesion.
* Strengthen understanding of participatory theatre and interactive methods as tools for awareness-raising and behavioral change.
* Support the design and implementation of longer-term, field-based awareness campaigns
  1. **Anticipated results**
* Capacity building plan for CSOs is prepared
* Capacities of CSOs in term of special services (training)provision are reinforced
* Participants of awareness activities gain practical knowledge of participatory theatre methodologies.
* Key messages on GBV and social cohesion are delivered effectively and inclusively.

1. **Description of the assignment**
   1. **Planned activities**
      * 1. Development of detailed capacity building plan for CSOs
        2. Participation in capacity building sessions for SCOs involved in the project implementation
        3. Provision of input for the communication campaign
        4. Participation in the communication events in the framework of Takatuf project.

Every input will be detailed in additional terms of references

* 1. **Anticipated deliverables**
* Input for Capacity building plan for CSOs
* Input for other activities of Takatuf project related to CSOs strengthening
* Training sessions for SCOs involved in the project implementation
* Input for the communication campaign
* Organization of communication events in the framework of Takatuf project.
  1. **Coordination**

The service provider shall designate a single contact person for project implementation purposes after the contract is signed.

A launch meeting shall be held within 30 days after the contract award has been notified.

Other coordination meetings will be organized by the Takatuf project team to coordinate the smooth deliverable realisation.

1. **Place, duration and terms of performance**
   1. **Implementation period: November 2025 – January 2028 (the framework contract will be automatically expended in case of project extension)**
   2. **Start date: November 2025**
   3. **End date: January 2028**
   4. **Effective duration per assignment: As defined per every purchase order (PO)**
   5. **Schedule/programme:**

*The provisional programme for assignment implementation is as follows:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Place** | **Period** | **Duration (man/days)**  **Expert 1:** |  |
|  |
| Input for Capacity building plan for CSOs and other activities of Takatuf project related to CSOs strengthening | Jordan territory | 11/25-01/28 | 70 WD |  |
| |  | | --- | | Communication events in the framework of GBV Conference / Summit |  |  | | --- | |  | | Amman | 11/25-12/2025 | lump sum |  |
| Organization of communication events in the framework of Takatuf project. | Jordan territory | 11/25-01/28 | lump sum for 19 events |  |
| Production of video for communication compaign | Jordan territory | 11/25-01/28 | lump summ |  |
| **Total** |  |  |  |  |

1. **Required expertise and profile**
   1. **Number of experts per assignment:** will be defined by purchase order (PO) for every assignment
   2. **Profile of the designated expert(s) responsible for contract execution**

The selected candidate should demonstrate its ability to mobilise a specialized expertise in the field of civils society organisations strengthening, CSOs capacity building, local comminutes mobilization in line with the objective of Takatuf project with following minimum requirements:

1. Qualifications and skills:

* Holder of a postgraduate university degree in social sciences, public administration, management or equivalent experience.
* Excellent qualities/capacities in:
  + Communication
  + Teamwork and interpersonal skills
  + Knowledge transfer
  + Analysis and reporting
  + Problem identification and resolution
  + Decision-making and taking initiatives
* High proficiency in written and spoken Arabic and/or English.

1. General professional experience

* Professional experience of at least 5 years in the field of civils society organisations strengthening, local comminutes mobilization in Jordan and/or in ither countries.
* Professional experience of at least 5 years in relation to CSOs capacity building.
* Solid understanding of the issues relating to social development and social services provision.

1. Specific professional experience

* Complete understanding of the operational modes of MoSD and LCDCs.
* Prior experience of enhancing the capacities of local CSOs in Jordan.

As regard of awareness raising activities selected service provider should be able to mobilize the expertise in awareness raising activities, interactive theatre performances and participatory communication activities for TAKATUF Project events and field-level initiatives.

1. **Assignment reports**

A report following the model provided must be forwarded by e-mail on conclusion of the assignment: it must correspond with the deliverable summary analytical report.

1. **Practical information**

Cost per event and expert mobilization should cover the cost of expertise as well as all mobilisation costs including administrative costs of the service provider as well as local travel costs in Jordan.

1. **Application Submission** 
   1. CV for individual expert / registration
   2. ID for individual expert
   3. Experiences letters
   4. Financial offer per option / item including and excluding taxes
   5. Technical offer or proposal
   6. Methodology and time plan in applicable to respect ToR requirements.

**How to apply**

The service provider shall designate a single contact person for procurement purposes.

Procurement Department will be the service provider’s sole contact person for Expertise France, E-mail [Jordan.procurement](mailto:Jordan.procuremnt@expertisefrance.fr)@expertisefrance.fr

**Selection criteria**

|  |  |  |
| --- | --- | --- |
| **Technical and Methodological Quality (70 points total)** | | |
| **Criterion** | **Description** | **Score** |
| Experience | |  | | --- | |  |  |  | | --- | | Track record in CSO strengthening, capacity building, and community mobilization in Jordan/similar contexts; understanding of MoSD/LCDC operations | | 25 |
| Qualifications of Proposed Experts | Relevant postgraduate degree(s); strong communication, facilitation, knowledge transfer, analysis/reporting, and teamwork skills; Arabic/English proficiency. | 15 |
| Methodology & Workplan | Clarity and suitability of approach for capacity building, events, and deliverables; coordination arrangements; realistic timeline. | 20 |
| Awareness & Communication Capability | Demonstrated ability to design/deliver awareness campaigns, participatory/interactive theatre, and high-visibility events. | 10 |
| Financial Offer (30 points total) | | |
| Criterion | Description | Score |
| Overall cost-effectiveness | Cost-effectiveness and realism of prices vs. scope (expert days, events, video). | 30 |