



**Scope of Work  
For  
Civil Society Organization Capacity Building**

<b>SOW # / TO#</b>	SOW-017-2008
<b>RFP #</b>	RFP-007-2008
<b>Period of Performance:</b>	June-October 2008

The Aqaba Community and Economic Development (ACED) Program in collaboration with ASEZA's Local Community Development Directorate (LCDD) is interested in entering a partnership with an organization that can plan, organize and implement a full package of training modules and technical assistance to build the capacity of Civil Society Organizations (CSOs) in Aqaba. Applications will be accepted before 2:00 pm June 1, 2008.

**Background:**

The ACED Program is a five-year program funded by the United States Agency for International Development, benefiting the people and businesses of the Aqaba Special Economic Zone (ASEZ). The program is based in Aqaba city.

The ACED Program is comprised of activities under three major areas:

- Component 1 will work to strengthen the government institutions and will be working directly with Aqaba Special Economic Zone Authority (ASEZA) and Aqaba Development Corporation (ADC),
- Component 2 will develop Micro, Small and Medium Enterprises (MSMEs), and
- Component 3 will be working closely with the local community to develop its capacities and empower NGOs and Community-Based Organizations (CBOs).

**Solicitation:**

Under Component 3, the ACED Program and LCDD will build the capacity of Aqaba-based Civil Society Organizations (CSOs) to respond constructively and effectively to the new opportunities available and challenges faced due to rapid economic growth of the ASEZ, and will train other relevant stakeholders to support CSOs more constructively. Core to this activity will be the use of several targeted training modules, opportunities for targeted assistance to individual CSOs and preparation of project proposals for mini-grants from the ACED Program to implement community projects.

The ACED Program is seeking a Jordanian Organization or Firm to organize and manage a complete set of capacity building activities for an initial group of 10-15 CSOs based on specific recommendations of CSO needs and training module outlines already developed to meet those needs. The ACED Program will provide existing reports to the Partner before beginning implementation. The Partner will be expected to manage the logistics for training, recruit the training participants, design the complete training modules based on the attached outlines, provide each training module (or hire outside experts to provide them), evaluate the training sessions and the participants, and follow-up the training modules with some ongoing support to the CSOs including preparation of project proposals. In addition, the grantee will design a process for an annual award ceremony to recognize the most active and effective Aqaba-based CSOs. The grantee will run this ceremony this year and transfer knowledge to LCDD to run in future years.

Attachments to this Request For Applications SOW include an outline of each of the training modules, the ACED Program Small Grant Application form, and the ACED Program Beneficiary Handbook.

## Application Guidelines:

- Complete the attached application form per the instructions in the attached excerpt from the ACED Program Grant Beneficiary Handbook. All text of the document must be in English.
- Based on the grant types available, this application is for a small grant (check "small grant" for question 5.a.).
- Limit your narrative description of the project (attachment to the application) to a maximum of 3 pages (this does not include attachments for detailed timeline, budget and CVs).
- In the budget, include all costs related to training, logistics, and follow-on support to prepare project proposals for 10-15 CSOs. If additional follow-on activities are necessary, a new budget will be requested for the costs related to those activities at a later time. Do not include the cost of CSO project implementation – these grants will be awarded directly to the CSOs with the best projects under a separate agreement.
- In the narrative description of the project, be sure to include the following:
  - A brief description of relevant past experience of your organization/firm;
  - Details of the activities your organization will perform to make this program a success included but not limited to the expected activities listed below;
  - Key qualifications of the key staff/trainers who will be involved in the program (please attach detailed CVs to the application);
  - A detailed timeline and list of activities to be performed that includes the deliverables and timing listed below.

## Expected Activities:

- Develop complete training modules and materials in Arabic based on the attached outlines;
- Recruit and organize logistics for the training participants;
- Arrange venues, materials, and other needs to provide the training sessions;
- Provide four training modules: accounting standards, administration, community participation, and CSO support;
- Give follow-on assistance to CSOs to develop projects and submit grant proposals for those projects;
- Create and implement the procedures for an Annual CSO Award Ceremony to recognize the most active Aqaba-based CSOs (whether in the training program or not) and transfer responsibility to LCDD after the first ceremony is held.

## Expected Deliverables:

- Four full training module sessions – developed in June/July;
- Three training modules delivered to CSO participants – delivered in June/July;
- One training module delivered to LCDD and other relevant stakeholders – delivered by end of August;
- At least five project proposals prepared and submitted by CSOs – submitted by end of August;
- Award Ceremony recognizing Aqaba-based CSOs for success in several categories – held in September.

## Evaluation Criteria:

Proposals will be reviewed based on the following weighting of the proposal components:

- 15% - Past experience of the organization/firm;
- 35% - Methodology/proposed activity details and detailed timeline;
- 25% - Experience of proposed key staff;
- 25% - Budget

For additional information about the program or this Request for Applications, please contact:  
[grants@aced-jordan.com](mailto:grants@aced-jordan.com)

**Proposal Submission Deadline:** 2:00 pm Thursday, June 1, 2008

**Question Period Ends:** 3:00 pm Wednesday, May 21, 2008

Send to: [grants@aced-jordan.com](mailto:grants@aced-jordan.com)