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Aqaba Community and Economic
Development (ACED) Program

RFP-014-2008 **Request for Proposal**

The Aqaba Community and Economic Development (ACED) Program solicits interests for consulting services in Aqaba for the following scopes:

Office Management Skills (SOW-029-2008): The Office Management Skills training program is intended to improve the performance of ASEZA's office personnel, mainly secretaries and clerks, but also certain technical support staff, to be able to manage each office's day-to-day activities in a more efficient manner. The outcome of this training is to create a staff that is more responsive, more efficient, and more business-like, befitting a dynamic environment such as ASEZA. **Proposal submission deadline for (SOW- 029-2008): September 25, 2008 2:00pm**

Microsoft Office Project Professional 2007 (SOW-030-2008):

This training should train personnel so that they can:

- Understand project management terminology, processes and knowledge areas
- Easily navigate through Microsoft Project 2007
- Create and design project tasks including project baselines
- Build a Work Breakdown Structure
- Understand dependencies and constraints
- Managing project updates
- Set personal preferences
- Optimize baseline and track against a baseline
- Generate project reports
- Link projects together

Proposal submission deadline for (SOW-030-2008): September 21, 2008 2:00pm

Managerial Skills Training: (SOW-031-2008): The aim of this project is to tailor training programs based on field assessments, create professional training materials, and deliver training workshops covering the following topics:

- HR for non-HR Managers
- Quality Management for non-QM Managers
- Financial Management for non-Finance Managers

Proposals may be submitted for one, or all topics.

Proposal submission deadline for (SOW-031-2008): September 23, 2008 2:00pm

For full details of this solicitation, please contact:

info@aced-jordan.com or aced.jordan@gmail.com

Request for full details and questions must be received by: September 18, 2008