CALL FOR TENDERS

External Expert / Trainer for Employability and Soft Skills — Training of Trainers (ToT) Programme

EU-funded project: « Enable, Upgrade and Spread Employability, Entrepreneurship and Digital Skills of the Eastern Mediterranean youth through dedicated university centres »

Reference: EUSEEDS_A_4.1_0172 (Activity 4.1 – JYIF)

Contracting Authority: Jordan Youth Innovation Forum (JYIF) – Partner PP4, EUSEEDS

Call opening date: 15 July 2026

Deadline for submission of proposals: 15 August 2026, 17:00 (Amman time)

Procurement procedure: Simplified procedure – service contract (Interreg NEXT MED / EU Financial Regulation, Annex I)

1. Purpose of the Call

The purpose of this Call for Tenders is for the Jordan Youth Innovation Forum (JYIF), acting as project partner (PP4) within the EUSEEDS project, to select an external expert (individual or team) in employability and soft skills who will be responsible for:

- designing and developing a complete Training of Trainers (ToT) curriculum and all associated training materials in employability and soft skills; and
- delivering the ToT programme, in coordination with JYIF, to university trainers drawn from the 24 beneficiary university employability centres across the five partner countries.

Upon completion of the ToT, the trained trainers will subsequently deliver soft skills sessions, coaching, and interview-preparation activities to final-year students, recent graduates and vulnerable groups within their respective communities. The assignment is implemented within the framework of the project reference EUSEEDS_A_4.1_0172, co-financed by the European Union under the Interreg NEXT MED Programme.

2. Project Overview

The EUSEEDS project (Enable, Upgrade and Spread Employability, Entrepreneurship and Digital Skills of the Eastern Mediterranean Youth through dedicated University Centres) has been selected for co-financing by the European Union under the Interreg NEXT MED Programme. The project is implemented across five Eastern Mediterranean countries — Cyprus, Egypt, Jordan, Lebanon and Palestine — to strengthen youth employability, entrepreneurial capacity and digital skills.

EUSEEDS foresees the establishment (creation or revitalisation) of 24 university-based centres located on campuses in areas with significant social needs. These centres provide sustainable services during and beyond the project lifetime:

- **Internal services** for universities (students and recent graduates): employability and skills training, micro-certifications, and pre-incubation schemes for student entrepreneurship projects; and
- **External services** for vulnerable community members: digital literacy and professional training, accessible to surrounding communities.

Under Pillar 2 – Strengthening Employability to Improve Students' Professional Integration, JYIF leads the delivery of the Employability and Soft Skills Training of Trainers programme (Activity 4.1), building a sustainable cadre of qualified in-house trainers within each partner university.

3. Project Consortium

The project is led by AUF Middle East (Lebanon), acting as Lead Partner of a consortium composed of:

- Lead Partner: Agence Universitaire de la Francophonie (AUF) – Middle East;
- Partner 1: Center for Social Innovation – CSI (Cyprus);
- Partner 2: Enroot (Egypt);
- Partner 3: Aix-Marseille University – AMU (France);
- **Partner 4: Jordan Youth Innovation Forum – JYIF (Jordan) — Contracting Authority for this Call.**
- Partner 5: Forward Digital MENA (Lebanon);
- Partner 6: Palestine Information and Communications Technology Incubator – PICTI (Palestine).

Project duration: 36 months, from 07/08/2025 to 06/08/2028.

4. The Employability and Soft Skills ToT (Activity 4.1)

Within the EUSEEDS framework, JYIF organises and delivers a Training of Trainers programme in employability and soft skills for the benefit of the 24 beneficiary universities. The ToT aims to equip employability centres with a qualified pool of in-house trainers capable of designing and delivering high-quality soft skills sessions to final-year students and recent graduates and vulnerable community, thereby strengthening their employability and professional integration.

Objectives

- Build a sustainable cadre of certified soft skills trainers within each partner university;
- Standardise the quality and content of soft skills training delivered through the employability centres;
- Empower trainers to roll out the first wave of soft skills sessions for students, in line with the local roadmaps developed under the project.

Target participants (trainees of the ToT)

The ToT targets a minimum of four (4) trainers per university — teaching staff and/or employability-centre personnel with experience working with students and graduates, strong communication and facilitation skills, and a commitment to future employability activities. The programme is expected to certify at least ninety-six (96) trainers across the 24 universities.

Delivery model

The ToT follows a blended delivery model combining:

- **Synchronous sessions** (live online sessions and workshops) led by JYIF and the qualified expert;
- **Asynchronous sessions** (self-paced learning modules) hosted on the EUSEEDS collaborative platform developed by PICTI; and
- **Practical exercises, peer learning and assessment activities** to ensure mastery before deployment at university level.

Upon successful completion, participants receive an official certificate issued under the EUSEEDS project. The working language of the assignment and all deliverables is **English**.

5. Tasks and Responsibilities of the External Expert

The external expert will be responsible for the following tasks:

- Develop a complete ToT curriculum in employability and soft skills, tailored to final-year students, recent graduates and vulnerable groups, and adapted to participants with varying levels of experience;
- Design and prepare all related training materials, including curricula, trainers' manuals, presentations, practical exercises, handouts, assessment tools, and any additional supporting resources required for effective delivery, in both synchronous and asynchronous formats;
- Deliver the Training of Trainers programme to the trainers designated by the beneficiary universities, ensuring participants are adequately prepared to subsequently train students and deliver employability sessions;
- Apply participatory, interactive and learner-centred methodologies that encourage active engagement, practical learning and knowledge transfer;
- Ensure the content is accessible, user-friendly, gender-sensitive and inclusive;
- Base and align the curriculum on the findings of the completed EUSEEDS Skills Identification Study, which define the priority competencies (see Section 6);
- Support the certification process and the design of assessment activities for participating trainers;
- Support the employability centres, during the follow-on phase, in organising the first soft skills sessions for students, coaching, and job-interview simulations;
- Maintain regular, smooth and effective communication with the JYIF team, ensuring prompt responsiveness and timely access to documents, clarifications and feedback;
- Revise and adapt the training materials, where necessary, based on feedback received from JYIF and project stakeholders;
- Participate in coordination meetings, consultations and review sessions related to the assignment, as requested by JYIF.

6. Scope of Work and Indicative Content

The EUSEEDS Skills Identification Study has been completed. Its findings define the priority competencies for the ToT, ensuring that the training responds to the actual needs of students, employability centres and the regional labour market. The curriculum and all training materials

developed under this assignment must be based on, and aligned with, the findings of the completed study, which JYIF will make available to the selected expert at contract signature. The indicative thematic areas below reflect these priorities and may be fine-tuned in coordination with JYIF.

Indicative thematic areas

The curriculum is expected to cover — indicatively and subject to refinement — the following competencies relevant to employability and professional integration:

- Communication, leadership and teamwork;
- Professional ethics and workplace conduct;
- CV and cover-letter writing and career documents;
- Job-search techniques and online opportunities;
- LinkedIn usage and personal branding;
- Interview skills and professional communication;
- Facilitation skills and Training-of-Trainers methodology; and
- Other skills relevant to employability and professional integration.

The core Training of Trainers sessions are to be delivered from mid-October 2026, combining live online sessions with self-paced asynchronous modules, practical exercises and assessment, in accordance with the timeline in Section 7. The detailed session plan and schedule will be agreed with JYIF at contract signature.

Expected outputs

- A complete ToT curriculum and full set of training materials (synchronous and asynchronous);
- At least 96 certified soft skills trainers (at least 4 per university across the 24 universities);
- Assessment tools and certification support for participating trainers;
- Support to the first round of student-facing soft skills sessions, coaching and job-interview simulation activities.

7. Indicative Timeline

The assignment is expected to be implemented according to the following indicative timeline:

Phase	Activity	Period
Preparation	Development of the ToT curriculum and training materials, based on the completed Skills Identification Study.	September 2026
Phase 1 – ToT Delivery	Delivery of synchronous and asynchronous ToT sessions; assessment and certification of at least 96 trainers.	Mid-October 2026 – November 2027
Phase 2 – Support	Support to centres in organising the first soft skills sessions for students; coaching and job-interview simulations.	February 2027 – July 2027

8. Eligibility Requirements

This procurement is open to natural or legal persons on equal terms. **No restriction is applied to the nationality of tenderers.** Participation is open on the broadest possible basis in accordance with the principles of transparency, proportionality, equal treatment and non-discrimination.

Interested applicants must meet the following minimum eligibility requirements:

- Demonstrated experience in the development and delivery of training programmes, particularly in employability, soft skills, career development, or related areas;
- Proven experience in designing training materials and curricula tailored to diverse target groups, including students, graduates and/or vulnerable populations;
- Previous experience in delivering Training of Trainers (ToT) programmes and applying participatory and learner-centred methodologies;
- Strong understanding of employability, youth engagement, professional integration and gender-sensitive approaches to training;
- Experience in blended (synchronous and asynchronous / online) training delivery;
- Excellent communication, facilitation and interpersonal skills;
- Ability to work collaboratively with multidisciplinary teams and to maintain effective communication with project partners across the five countries;
- Ability to deliver high-quality outputs within agreed timelines;
- Fluency in English, both written and spoken (knowledge of Arabic and/or French is an asset);
- University degree in education, human resources, social sciences, instructional design, career guidance, or another relevant field;
- Previous involvement in EU-funded, international-cooperation or donor-funded projects will be considered an advantage.

9. Exclusion Criteria

Tenderers shall be excluded from participation where they are in any of the situations set out in Articles 136 and 141 of the EU Financial Regulation, including, in particular: grave professional misconduct; fraud, corruption or involvement in a criminal organisation; or a conflict of interest in connection with the procurement procedure. By submitting a proposal, the tenderer declares that it is not in any of the above situations. JYIF may request supporting evidence at any stage and reserves the right to reject any tenderer that provides false declarations.

10. Application Requirements

Applicants must submit the following:

A. Technical Proposal (must not contain any financial information)

- Understanding of the assignment;
- Proposed methodology and approach (curriculum design, blended delivery, assessment and certification);
- Work plan and timeline;
- Relevant experience and qualifications (of the individual and/or team).

B. Financial Proposal

- A detailed financial offer in EUR, exclusive of taxes, covering the full scope of work and the expected duration of the collaboration.
- The financial offer shall be presented as a fixed, all-inclusive lump sum in EUR, exclusive of taxes, covering the entire scope of work set out in Sections 5 and 6 (expert fees, curriculum and materials development, delivery of the ToT sessions, assessment and certification support, follow-on support, and any travel, accommodation, communication or incidental costs). No cost beyond the contract amount will be reimbursed.
- The financial offer must be submitted using Annex II – Financial Offer Form, duly completed, dated and signed (and stamped, in the case of legal persons). Offers not using this form may be declared administratively non-compliant.
- Financial offers shall remain valid for a period of ninety (90) calendar days from the deadline for submission.

Currency and fixed reference exchange rate

All financial offers shall be expressed in Euro (EUR), exclusive of taxes. The contract will be concluded in EUR and all payments will be made in EUR.

For the purposes of this procurement procedure, a single fixed reference exchange rate applies to all tenderers:

1 EUR = 0.873 JOD (fixed reference exchange rate for this Call)

This fixed reference exchange rate shall be applied as follows:

- Tenderers whose costs are incurred in Jordanian Dinar (JOD) or in any currency other than the Euro shall use this rate to convert their costs into EUR when preparing their financial offer. No other rate may be used.
- The Evaluation Committee shall use the same fixed reference rate when comparing and scoring financial offers, so that all tenderers are evaluated on an identical and equal basis.
- The contract price is a fixed, all-inclusive lump sum in EUR and shall not be subject to revision, indexation or adjustment for exchange-rate fluctuations at any time during the performance of the contract.
- Where, at the contractor's request, a payment is executed in JOD, the conversion shall be carried out at the same fixed reference exchange rate stated above.
- Any currency conversion carried out by JYIF for the purposes of its own financial reporting to the Interreg NEXT MED Programme is performed using the official monthly InforEuro rate. This is an internal reporting requirement only and has no effect whatsoever on the amounts payable to the contractor under the contract.

C. Supporting Documents

- CV(s) highlighting relevant qualifications and professional experience;
- For legal persons: proof of legal registration; for individuals: identification and, where applicable, professional registration;
- Signed Declaration of Honour on exclusion and selection criteria (Annex III) (Section 9).

11. Evaluation Criteria

Proposals will be evaluated on a combined technical and financial assessment, in line with the principles of transparency, fairness, equal treatment and value for money. The evaluation applies the following weighting:

- **Technical evaluation: 70%**
- **Financial evaluation: 30%**

Only proposals that achieve the minimum technical score will proceed to the financial evaluation stage.

Technical evaluation criteria (70 points)

Criterion	Points
Understanding of the assignment — objectives of the soft skills ToT and its role in building employability capacity across the university centres.	**10**
Methodology and approach — design and delivery of the curriculum and materials (curricula, manuals, exercises, assessment tools), participatory/blended learning, and an effective ToT.	**20**
Work plan and implementation timeline — clarity, feasibility and logical sequencing of curriculum development, ToT delivery and integration of feedback within the agreed timeframe.	**20**
Experience and qualifications — relevant experience in soft skills / employability training, development of materials, delivery of ToT programmes, and inclusive, gender-sensitive and EU-funded capacity-building work.	**20**
Total Technical Score	**70 points**

Minimum passing score: Only proposals achieving at least 70% of the total technical score (49 out of 70 points) will be considered technically qualified and proceed to financial evaluation.

Financial evaluation (30 points)

The financial score is calculated relative to the lowest compliant financial offer, using the standard formula: Financial score = (lowest offer / offer under evaluation) × 30. The financial proposals of technically non-qualified tenderers will not be opened. The contract will be awarded to the tenderer with the highest combined technical and financial score.

12. Submission of Applications

Interested applicants are invited to submit their application by email to **Office@JYIF.org**, no later than **15 August 2026, 17:00 (Amman time).**

The email subject line must clearly state: *"Application – External Expert on Employability and Soft Skills ToT – EUSEEDS Project (Ref. EUSEEDS_A_4.1_0172)"*.

Structure of the submission

Applicants must strictly adhere to the following structure. All documents must be sent within the same email:

- **CV(s):** submitted as a separate PDF file.
- **Technical Proposal:** submitted as a separate PDF file; must NOT contain any financial information, pricing or cost references.
- **Financial Proposal:** submitted as a separate, password-protected PDF file. The password shall be shared only upon official request from the Evaluation Committee, after the technical evaluation.
- **Supporting documents** and the signed declaration of honour.

13. Opening and Evaluation Process

- The Evaluation Committee shall open the technical proposals first;
- Financial proposals will only be opened for applicants who successfully pass the technical evaluation (minimum 49/70);
- Qualified applicants will be requested to provide the password for their financial proposal;
- The contract will be awarded on the basis of the best combined technical and financial score, subject to the applicable EUSEEDS validation procedures.

14. Procurement Procedure and Legal Basis

This Call is conducted as a simplified procedure for a service contract, in accordance with the procurement rules applicable to the Interreg NEXT MED Programme (mirroring the EU Financial Regulation and its Annex I), and with the EUSEEDS Project Implementation Manual. All contracts respect the principles of transparency, proportionality, equal treatment and non-discrimination, and are put out to competition on the broadest possible basis.

The selected expert will enter into a service contract with JYIF for the implementation of the assignment. The contract will contain a clear reference to the Interreg NEXT MED Programme and to the EUSEEDS project (reference and acronym) to avoid double funding. The final remuneration and payment terms will be mutually agreed and specified in the contract. Financial offers must be presented exclusive of taxes; the treatment of VAT and any applicable taxes will be handled in accordance with EU eligibility rules and the applicable national legislation.

JYIF reserves the right to cancel the procedure, to request clarifications, to reject non-compliant offers, and to not award the contract, without incurring any liability towards the tenderers. Submission of a proposal implies acceptance of the terms of this Call.

15. Clarifications and Contact

Any inquiries, clarification requests or questions regarding this Call must be submitted exclusively by email no later than **21 July 2026** to: **Office@JYIF.org**. Responses to substantive questions may be shared with all known tenderers to ensure equal treatment.

16. Visibility and Data Protection

The selected expert shall comply with the EU visibility and communication requirements of the Interreg NEXT MED Programme; all deliverables shall display the appropriate EU emblem and project references. Any personal data processed in the context of the assignment shall be handled in compliance with the applicable data-protection legislation (including GDPR where applicable), and participant data collected during training activities shall be processed on the basis of informed consent.

17. Annexes

The following annexes form an integral part of this Call for Tenders. Annexes II and III are mandatory and must be submitted, duly completed and signed, as part of the application. An application that does not include them may be rejected as administratively non-compliant.

- Annex I – Technical Offer Form and Tenderer Identification (template for the technical proposal, tenderer details and key expert summary);
- Annex II – Financial Offer Form (to be submitted in a separate, password-protected PDF file);
- Annex III – Declaration of Honour on Exclusion and Selection Criteria (dated and signed by the tenderer or its authorised representative).