مؤسسة نهر الأردن
Jordan River Foundation

REQUEST FOR PROPOSAL

Design & Supervision Services of (4) social innovation incubators

RFP #: JRF-P-2020-014 - Design & Supervision Services of (4) social innovation incubators

Issue Date: 2 July, 2020

Conceptual & design

Terms of Reference (ToR)

INTRODUCTION

Assignment:	Interior Design for four Social Innovation Incubators
Estimated budget:	TBD
Location of assignment :	Taieleh, Ajloun and Amman, Jordan
Reporting to:	Technical Innovation Committee consisted of UNICEF, MOY and JRF –Mobile Social Innovation Incubators Project

The timeline for the activities under this RFP is:

Description	**Date**
Distribute documents to offeror(s)	7 July, 2020
Pre-Bid Meeting	13 July, 2020, Monday Venue: Headquarter Jordan River Foundation @ 12:30**pm** Location: Masoud Bin Sa'ad Street, Al Rawnaq Area, Amman, Jordan, Tel: +962 6 593 3211
Deadline for offeror (s) to submit proposals	20 July, 2020 @1200
Anticipated Start Date: (Start date is subject to change)	30 July, 2020
Anticipated Period of Performance:	(3) weeks for final designs (2) months for supervision
Anticipated End Date: (End date is subject to change)	20 October 2020

1. **Confidentiality**

All material and information submitted by Jordan River Foundation must be treated as confidential and not used for any other purpose than the response to this RFP. Information submitted by any service provider/consultant will be considered and treated as confidential by Jordan River Foundation and any consultants acting on behalf of Jordan River Foundation.

2. **JUSTIFICATION/BACKGROUND**

UNICEF began scaling up the social innovation incubator programme to extend innovation and entrepreneurship trainings to the most vulnerable young people (15-24 years old), with a focus on women, Syrian refugees, and persons with disabilities. Over one-third of entrepreneurial activities in two of Jordan's largest cities are necessity-driven, which highlights the importance of investing in grassroots youth-led social ventures that align with the needs and challenges faced in their lives and by their communities. Through training on the global UNICEF UPSHIFT curriculum, a human cantered design curriculum along with technical trainings in robotics, creative media and programming, participants in the programme develop the technical skills, soft skills, and mindset to implement creative solution-based entrepreneurial ventures to pressing challenges. Young people are also provided seed funding to prototype their solution, implement their ventures and receive user testing from potential customers or beneficiaries.

Based on the current socioeconomic landscape in Jordan affecting young people, Jordan is ranked 138 out of 153 countries in The Global Gender Gap Index in 2020, with a 145th ranking in women's economic participation and opportunity. Despite the challenges that this population faces in transitioning to productive and resilient adulthood, the projected growth of the population of young people presents a demographic dividend, wherein a bigger labor force would lead to increased savings, higher productivity, and sustainable economic growth. From a sociocultural perspective, efforts to increase the engagement of historically marginalized young people, including young women and young people with disabilities, will serve to enhance the inclusivity and equitability of Jordanian society.

In lieu of diminishing employment prospects, young people are seeking skills-building opportunities through civic, social, or economic participation to advance their self-development and have an impact on their communities. This demand, coupled with the need to accelerate economic growth, led the Jordanian government to invest in entrepreneurship development to empower youth to take charge of their future while diversifying job creation mechanisms. This is in part, due to the relatively new systemic entrepreneurship support, a risk-averse culture, and an education system that is not conducive to fostering an entrepreneurial mind set. To address this, the Government of Jordan included entrepreneurship skills development as a core component of the Jordan Economic Growth Plan 2018-2022 and the National Youth Strategy 2019-2022 to foster an entrepreneurial mind set in young people. Accordingly, **we are aiming to design, establish and equip <u>four social innovation incubators</u> in three different governorates in Jordan.**

3. **SCOPE OF WORK**

   The main objective and purpose of this assignment is **to design, and provide the 3 D designs, AutoCAD and a bill of quantity for FOUR Social Innovation Incubators** with highest standards in three different governorates in Jordan **and provide the needed follow up and supervision on implementation**.

4. **Project Description:**

   The Project land locations are shown in the attached PDF. (Appendix 1). The design requested area is in between (500 to 1000) m2 but subject to change.

The service provider is requested to give an approach to the project Core Areas, including but not limited to concepts for new ideas, activities, and design for these areas considering the above, the service provider Task is as following:

a) Change the current shape of the 4 centres with taking into consideration that the new design shall include (not limited) to the below:

- **Innovative working station for youth and entrepreneurs**
- **High standard youth decorative room for workshops and meetings**
- **Coffee/food Corner and reception**
- **Internal Theatre**
- **Sound System**
- **Video System**
- **Air Conditions**
- **A venue for Basic Studio**
- **A design for "Escape the Room activity" and a venue**
- **A room – Closed station working on Arduino and Circuits**
- **A room – Closed working station for Virtual Reality activities**
- **Smart Flip Chart**
- **Screens**
- **A Cinema**
- **Outside innovative working station**
- **A working station to include**
    - **Desktop CNC Milling Machine**
    - **PCB Milling Machines**
    - **Vinyl Cutter**
    - **3D Printer**
    - **Laser Cutter**

b) Create and reflect new ideas and activities to be implemented in the incubators
c) Above is to be distributed on the 4 centres design
d) Centres to be accessible for people with disabilities

5. **Project Core Areas:**

The service provider will visit the current locations areas and give its vision and recommendations for the reshaping of these centres and redefining the proper area for each.

The service provider **shall prepare the interior conceptual design** that shows the use, projects, activities & connectivity of the Project Core with the Social Innovation Incubator's Project. The area utilization shall consider an optimal commercial/economic use of the available space. The service provider shall reflect the dynamic relationship between youth and entrepreneurship. **The service provider shall supervise and monitor the implementation of the approved designs with an external second contractor**

6. **Conceptual design:**

The service provider shall deploy the required work force and resources to develop the concept interior design required for the project witnessing the following stages.

a) Field visits to the locations, Amman, Tafieleh and Ajloun
b) Prepare the design for the incubators with **detailed activities and ideas,** following discussing with us, and according to the provided activities and ideas as well as to provide alternates if needed.
c) Perform the centres core areas conceptual layouts and design that shows the use, connectivity and integration with the centres.
d) Giving **two alternatives designs** at least for each centre component.
e) Prepare the centres Schematic Final Concept Design drawings on **<u>3D and Autocat</u>**
f) Prepare the schematic 3D views, for the various proposed activities.
g) Discuss with the client the stage report and get his approval before moving to the next stage.

7. PRESENTATION & DELIVERABLES:

As mentioned above in regard stated requirements, the service provider shall submit the below after approval JRF:

a) The Final Conceptual Drawings in 3D
b) The Final Conceptual Drawings in AutoCat
c) Bill of Quantity for each centre separately
d) Master Plan for submission for the Authorities approvals.
e) Changes that may be demanded to be approved by the relevant approval authorities of the locations (MOY)
f) 3D model soft copy, 3D images for each site views sufficient for promotional material.

g) TIME SCHEDULE and FINANCIAL TERMS OF THE WORKS:

8. Duration & Cost Proposal Submission:

a) Time is very crucial in this assignment, and the service provider shall consider a tight schedule to cover the task from the day of signing the contract.
b) Designs to be completed and approved by **three weeks**
c) **Following up and supervision the project implementation which will be made (with an external second contractor- implementation service provider) is planned within two months immediately following contracting the second contractor.**
d) The price offer should be clear.
e) Price offer shall be given based on the cost of **1-meter** design
f) Price offer shall include cost of Design and Supervision on implementation
g) Price offer should cover all expected required costs
h) JRF is not obligated to choose based on the lowest price
i) JRF shall not be responsible for other related fees for Civil Defence and Jordan Engineering Association

8. CALL FOR PROPOSALS:

The responses to the RFP document MUST be supplied in **paper form (BY HAND) and by email to the below email address**

Procurement@jrf.org.jo

Delivery details can be found below.

The **Financial Proposal s**hall be submitted in a separate file, clearly named Financial Proposal. No financial information should be contained in the Technical Proposal.

Paper submissions must be delivered through same form of registered service (courier is recommended) within sealed envelope(s) addressed to:

Procurement & Logistics Manager Jordan River Foundation

Masoud Bin Sa'ad Street Al Rawnaq Area Amman, Jordan

Tel: +962 6 593 3211

On the front of the envelope(s) below the address also write: "Request for Proposal, Response to RFP # JRF-P-2020-014, to be opened by addressee only"

9. Payment Schedule:

- 70% upon the delivery of agreed and approved designs.
- 30% upon finalization of the project implementation

10. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

60% technical

40% financial

100% total

CATEGORY	MAX. POINTS
1. Adequacy for the proposed methodology and work plan • Contextual understanding; (5) • Work Plan/Schedule; (5) • Staffing; (5) • Quality of the proposed approach and methodology; (5) • Quality of proposed implementation plan, i.e how the bidder will undertake each task, and time-schedules; (10)	30
2. Firm's previous experience with similar assignments • Company profile. (4) • Number of years of experience. (3) • Experience working with previous business and social innovation incubators (13)	20
3. Technical Compliance solution architecture and functionalities. (15)	10
TOTAL MARKS FOR TECHNICAL COMPONENT	60
5. FINANCIAL PROPOSAL - PRICE Full points are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.	40
TOTAL MARKS	100

Only proposals which receive a minimum of [42 out of 60] points will be considered further for financial analysis.

11. GENERAL OBSERVATIONS AND CONDITIONS

a) The conceptual designs developed from this TOR will be a sole property for the client and the service provider has no right of copying the design to any other party.

b) The offer shall include the Consultants experience and previous records in Interior and architecture designs that includes, similar projects with designing other social innovation incubators performed by the service provider of similar nature, client, value of work, period of design, as per the following form:

ID	Project Name	Description	Contract Value	Design Period	Client
1					

c) The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. The contractor's fee shall be inclusive of all office administrative costs.

d) It is the offeror's responsibility to ensure that all the information necessary to permit the preparation of the response has been provided in sufficient detail and in sufficient time.

e) No claims as to lack of clarity of information concerning the services within the RFP documentation shall be accepted. It is the responsibility of the offeror to seek such clarity if it is required.

f) The offeror must ensure that they are fully aware of all information required in order to provide a complete response with accurate costs. It is the responsibility of the offeror to ensure that the requirements comprised within the RFP are clearly understood prior to the submission of their response.

g) The requirements and specification detail within are not to be altered in anyway by the offeror. If the offeror wishes to propose modifications (which the offeror may consider to provide a better way to achieve the proposal objectives) these will be considered as an alternative offer. The offeror must make alternative offers in a separate letter to accompany the response. Jordan River Foundation is under no obligation to accept alternative offers.

h) The offeror's response document must address in full all of the requirements for all services that will be provided during the term of the contract.

i) The offeror will accept full responsibility for actions arising from information misinterpreted or misunderstood by the offeror or for any errors or omissions thus caused.

j) A response may be rejected if the offeror does not furnish all the information required in this RFP.

k) The offeror is advised that nothing in this RFP or in any other communication made between Jordan River Foundation and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Jordan River Foundation and any other party (unless a formal award of contract is made by Jordan River Foundation).

l) Jordan River Foundation does not accept any responsibility for any pre-contract representations made by it or on its behalf, or for any estimates by the offeror of resources to be employed in meeting Jordan River Foundation's requirements or for any other assumption the offeror may be drawn or will draw from any pre-contract discussions.

m) Jordan River Foundation accepts no liability to pay for any proposal or other preparatory work undertaken in connection with this RFP.

n) All offerors are advised that Jordan River Foundation is not committed to any course of action as a result of issuing this RFP and/or receiving responses from the offerors in respect of the RFP. In particular, it should be noted that Jordan River Foundation may reject any response, which does not conform to any instruction or specification in this RFP. It should also be noted that Jordan River Foundation will not accept responses after the closing date without prior formal agreement or may not accept any or all proposals if Jordan River Foundation so decides. Jordan River Foundation reserves the right to discuss or clarify the offer with the offeror at a later date. Jordan River Foundation also does not commit to accepting the lowest price of any response.

o) The proposal supplied by the offeror shall include all costs involved in the provision of the service specified in this RFP and the offeror may add no other costs after the response has been submitted.

p) JRF may award several or one bidders as deemed fit and in the best interest of the foundation.

q) JRF may cancel or amend the RFP at any time of the bidding process and without prior notice and without liability.

Enquiries:

Please direct any enquiries to the contact details indicated on the tender document

Inquiries shall be addressed to: **Procurement@jrf.org.jo**

Attachments:

- تقرير لمبنى القويسمة
- تقرير اعمال لمركز شباب و شابات العاصمة
- تقرير الطفيلة
- تقرير مركز شابات عجلون

End of Document