



مؤسسة نهر الأردن
Jordan River Foundation

REQUEST FOR PROPOSAL

Project Management Professional (PMP) Course for Project Staff

RFP #: JRF-P-2020-018-Project Management Professional (PMP)

Issue Date: September 01 ,2020

This is the official document of Jordan River Foundation providing a Request for Proposal (RFP) to solicit proposals from specialized service providers for providing a Project Management Professional (PMP) Training Course/Workshop for JRF's project team member. Number of participants is (16-18).

Issuance of this RFP in no way obligates Jordan River Foundation to award a contract, or commit it to pay for costs incurred in the preparation and submission of the proposal. Furthermore, Jordan River Foundation reserves the right to reject any and all offers, if such an action is considered to be in the best interest of the Foundation.

The timeline for the activities under this RFP is:

Description	Date
Distribute documents to offeror(s)	September 01, 2020
Deadline for offeror(s) to submit inquiries	September 03, 2020
JRF to provide feedback to queries	September 06, 2020
Deadline for offeror(s) to submit proposals	September 08, 2020



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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 supplier will be considered and treated as confidential by Jordan River Foundation and any consultants acting on behalf of Jordan River Foundation.

INTRODUCTION

Jordan River Foundation (hereinafter referred to as “JRF”) is seeking for proposals from specialized vendors to provide a Project Management Professional (PMP) Training Course.

The selection of the service provider will be based on factors such as: modules proposed, experience of trainers, past relevant experience & comprehensiveness of the proposal and proposed fees.

The service provider must be free from actual conflicts of interest not only at the time of selection, but throughout the term of the contract as well.

BACKGROUND

The Jordan River Foundation (JRF) is a Jordanian non-profit, non-governmental organization established in 1995 and Chaired by Her Majesty Queen Rania Al Abdullah. JRF works in communities adopting a multi-stakeholder approach that encourages community ownership and proactive involvement of all stakeholders; be it community members, Community Based Organizations (CBOs), local government, youth and women, striving to explore solutions to create sustainable and resilient communities.

JRF celebrates its 25th anniversary this year, marking over two decades of social, economic and cultural interventions that have enhanced the lives of hundreds of thousands throughout the Kingdom. JRF has two main programs - Community Empowerment (CEP) and Child Safety (CSP) programs; in addition to an established Training & Consultancy Division that transfers all the tested models and best practices from both programs and the Handicrafts Design Project, JRF’s leading women empowerment project. JRF operates across Jordan (North, Middle, and South), through 8 JRF centers, offices, and showrooms. JRF employs 309 qualified staff with the expertise to successfully manage its operations. JRF is governed by a Board of Trustees that is chaired by Her Majesty Queen Rania Al Abdullah.



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Our Vision

A Jordan where solutions are home-grown, where the opportunity to prosper is for all, and where the well-being of our children shapes our future.

Our Mission

To engage Jordanians to realize their full economic potential and overcome social challenges especially child abuse.

Our Approach

Since inception, the Foundation has initiated numerous socio-economic projects for women, children and people who are in need of help which aim to provide employment opportunities that in turn enhance their livelihoods. In tandem, these projects also work towards to enhancing the targeted population knowledge and skills in the production of traditional handicrafts, and in entrepreneurial skills.

By integrating and serving community development needs, the Foundation is now recognized nationally, regionally and internationally as an agent for positive change.

1. ELIGIBILITY

The requested services shall be provided by a professional service firm, hereinafter referred to as “offeror”, or ‘service provider’. “Offer” and/or “Proposal” means the package of documents the offeror submits in response to this RFP.

2. SCOPE OF WORK

The offeror must provide a Project Management Professional (PMP) Training Course for (16-18) team members (taking in to consideration the maximum number of attendees if the training is in premises), the course shall cover the areas below:

- PMD is a pre-requirement from the participants.
- To provide The PMP computerized exam.
- To provide the participants with course material/reference text book.
- To provide any extra PMP resources for participants.

The course is intended to target project management staff members



3. TECHNICAL PROPOSAL

The offeror's technical proposal must include the following:

3.1 Modules to be covered:

The proposal must describe the modules to be covered.

Introduction to Project Management

The Environment in which Projects Operate

The Role of Project Manager

Project Integration Management

Project Scope Management

Project Schedule Management

Project Cost Management

Project Quality Management

Project Resources Management Module

Project Communications Management

Project Risk Management

Project Procurement Management

Project Stakeholders Management Revision + Code of Ethics and Professional Conduct

3.2 Training Agenda:

The proposal must contain a detailed training agenda with options of conducting the training at the service provider's premises, JRF's premises and online.

3.3 Previous Work Experience

The proposal shall include at least three examples of for similar and relevant works.



4. SUBMISSION REQUIREMENTS & INSTRUCTIONS:

- Offerors must provide certificates upon successful completion of the course, including JRF logo.
- Offerors to provide needed training hours with **cost per hour**.
- Offerors to provide proposed training material with their proposal.
- Offerors to provide a CV of proposed trainer.
- Offeror to provide an individual "Pre, Mid, and post-assessment" for participants.

5. COST PROPOSAL (MUST BE SUBMITTED SEPERATE FROM THE TECHNICAL PROPOSAL)

5.1 Cost Overview

5.1.1. The offeror is requested to detail how rates are applied and to provide prices (if different) for the two options of conducting the training at the offeror's premises and at JRF's premises (in-house or online). And to provide cost per training Course.

5.1.2. Additional costs that the offeror relies on that are not supplied at this time will not be met, and any items not included in the schedule of rates or skills matrix but forming part of the service for the satisfactory completion of the project, shall be deemed to be free issue to Jordan River Foundation.

5.1.3. Offeror's proposal should be valid for a 90-day period from the response deadline date. Prices must therefore anticipate and include any price adjustments, which may be in the pipeline quoted for.

5.1.4. The offeror shall clearly state any assumptions made which have a material effect on the prices submitted.

6. RESPONSE PROCEDURES

6.1 General observations and conditions of RFP

The offeror should be aware of the following points when submitting their response to this RFP:



- 6.1.1. 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. Queries should only be sent to: Procurement@jrf.org.jo.
- 6.1.2. 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.
- 6.1.3. 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.
- 6.1.4. 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.
- 6.1.5. 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.
- 6.1.6. 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.
- 6.1.7. A response may be rejected if the offeror does not furnish all the information required in this RFP.
- 6.1.8. 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).
- 6.1.9. 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.
- 6.1.10. Jordan River Foundation accepts no liability to pay for any proposal or other preparatory work undertaken in connection with this RFP.



- 6.1.11. 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.
- 6.1.12. 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.

7. Evaluation criteria

Jordan River Foundation is interested in obtaining a complete service to the requirements contained in the RFP. Proposals that meet the RFP instructions and requirements will be given a thorough and objective review.

Jordan River Foundation will evaluate proposals according to the following criteria:

Evaluation Criteria	Score
Modules covered and comprehensiveness of the course	20%
Experience of proposed trainer	20%
Previous Work Experience	20%
Cost Reasonableness and Competitiveness	40%
Total	100%

Only proposals scoring a minimum of 40 out of 60 in the tech. proposal will be eligible to cost evaluation.

These will be the main award criteria; however, this will not preclude the offeror from placing emphasis on other subjects that they also deem to be important.



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8. RFP responses

- Offerors must confirm receipt of this document within 48 hours by email to Procurement@jrf.org.jo.
- Should the offeror wish to respond to this RFP, they are required to formally acknowledge receipt of this RFP document and also acknowledge acceptance of the conditions specified herein.
- The response to this RFP must include:
 - A completed pricing table.
 - A clear statement as to whether the services referenced or offered within the response document are currently available.
- Proposals, all documents and all correspondence relating to this RFP must be written in English.
- Submissions should be delivered in the formats and to the address detailed below by no later than **September 08, 2020**. Receipts will be provided on request.

Responses to the RFP document must be supplied electronically in the original format provided. Electronic versions may be supplied via e-mail and emailed to Procurement@jrf.org.jo.

9. Communication

In all instances an official process of communication must be followed.

All enquiries, responses, requests for clarification should be directed to JRF's Procurement Department at Procurement@jrf.org.jo. With one email covering all questions to be asked; emails must state in the subject line the RFP reference and include the suppliers contact details to receive the reply. Enquiries, responses, requests for clarification to be submitted no later than **September 03, 2020**

END OF DOCUMENT