



Terms of Reference

Project	EUROMED CLUSTERS FORWARD
Position Title:	Expert for facilitating ICT Benchmarking Visit
ToR Number (Please refer to it when applying)	ECF/05/2024
Location:	Amman and Dead Sea
Date of Activity:	May 11 – May 13, 2024
Date of Announcement	April 23, 2024

Leaders International:

Leaders International, headquartered in Brussels, with local offices in Palestine, Jordan, and Tunisia, is an international organization that specializes in planning, managing, and monitoring innovation and economic development interventions in developing economies.

We were established in 2004 with a vision to deliver prosperity and economic growth to people across the Middle East and Africa. Through our global network of partners, Leaders International delivers professional project-management services with a particular focus on private-sector development, job creation, innovation, entrepreneurship, and access to markets. We manage a multi-million active portfolio of development grants and service contracts with which we aim to advance and transform developing economies while respecting the environmental, ethical, and social values of those we serve.

Leaders International has one primary goal: ensuring the access of beneficiaries to the necessary means and resources for development and economic prosperity.

ECF Background:

The overall objective of Euromed Clusters Forward is to empower clusters to promote inclusive innovation and competitiveness in the South Neighborhood region to enhance growth, economic diversification, sustainable development, and employment. The project is conducted by a consortium of partners, led by ANIMA Investment Network (France), including Berytech (Lebanon), Leaders International (Palestine), and Economic Research Forum (Egypt).

Scope of Work:

Leaders International is seeking the services of a production agency, or an individual consultant to fulfill the following requirements:

As part of the ECF Project, Leaders International is conducting a Face-to-Face Academy and Benchmarking visit in Jordan, with the aim of introducing and educating clusters, ICT entities, and affiliated parties in the region and Europe on the ICT sector in the country. This involves specialized workshops on emerging technologies, facilitation of networks & linkages between north and south Mediterranean, and visits to prominent accelerators, research centers, and universities in the Kingdom.

Dates: May 11 to May 13

Cities: Amman and Dead Sea

Sector of Focus: ICT and Access to MENA Markets

The successful execution of this project will require close coordination among the project partners, including efforts from all stakeholders involved. It is essential to collaborate on identifying and inviting potential recommendations from Ministries/Donors, as well as selecting representatives from the business park and other relevant entities.

This Scope of Work outlines the key activities and logistical requirements for the ECF project in Jordan, and sets the stage for initiating the necessary planning and coordination to ensure its success. The expert is required to:

- Ensure a smooth welcome and introduction to the project for all attendees.
- Coordinate the presentation by selected enterprises on the ICT sector in Jordan & the Region.
- Facilitate the interactive session on the future of the ICT sector in MENA.
- Organize the study tour in the Business Park and ensure all logistical arrangements are in place.
- Ensure the introduction to new technologies is informative and engaging for all participants.
- Facilitate the networking sessions and workshops, making sure all participants have the opportunity to engage and collaborate effectively.
- Coordinate participation in the conference, including registration and schedule management.
- Facilitate networking opportunities by organizing sessions or activities.
- Arrange a networking dinner, including venue booking, catering coordination, and managing RSVPs.
- Confirm the schedule and logistical details with the University staff.
- Ensure all necessary materials and resources are ready for the educational sessions.

Deliverables:

- Welcome and introduction materials for all attendees.
- Presentation materials on the ICT sector in Jordan & the Region.
- Details and itinerary for the study tour in the Business Park.
- Networking sessions and workshops agenda and materials.
- Conference participation details and materials for the Xpand Conference at the Dead Sea.
- Networking dinner arrangements and communication materials.
- Confirmations and specific requirements for the visit.

Qualifications:

- Experience in project management and coordination, particularly in the field of economic development, innovation, or entrepreneurship.
- Strong organizational and logistical skills to oversee the complex arrangements for the Face-to-Face Academy and Benchmarking visit in Jordan.
- Excellent communication skills and the ability to engage with diverse stakeholders, including cluster representatives, ICT entities, and international experts.
- Ability to work collaboratively with project partners and stakeholders to ensure successful coordination and execution of the project activities.
- Experience in event planning and coordination, including managing conferences, networking opportunities, and visits to educational institutions.

Taxes and other Terms:

- The offer should be including VAT
- For individual consultants, Applicable tax laws apply
- Please address your offer to Leaders Organization /EUROMED CLUSTERS FORWARD



- Please mention the ToR number: ECF/05/2024 in the email subject.

*Please submit your technical and financial offer (lumpsum) in addition to your company profile or CV (Individual Consultants) to: procurement@leadersinternational.org, no later than **April 30, 2024** using **Euro Currency**.*