

Terms of Reference

General Information

Project	: ECF (Euromed Cluster Forward)
Activity Title	: Public – Private Policy Dialogue Expert
ToR Number (Please refer to it when applying)	: ECF/01/2025
Location	: Palestine, Jordan
Date of Announcement	: 10/04/2025

Leaders International

Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Amman, Tunis and Ramallah, Leaders International provides complete project-management services with a focus on private-sector development, enterprise development, job creation, entrepreneurship, D4D, economic policy dialogue, and tourism value chain development.

Project Background

Euromed Cluster Forward (ECF) is a regional initiative aimed at strengthening clusters to drive innovation, competitiveness, and sustainable economic growth in the South Neighbourhood region. The project is led by ANIMA Investment Network (France) in collaboration with Berytech (Lebanon), Leaders International (Palestine), and the Economic Research Forum (Egypt). The initiative focuses on improving the regulatory framework for clusters and enhancing collaboration between key stakeholders.

Assignment Overview

The selected expert will provide technical support for the development of clusters in Jordan and Palestine by strengthening public-private policy dialogue, enhancing regulatory frameworks, and fostering collaboration among innovation actors. All outputs, data collection, and assessments will be conducted separately for each country to ensure relevance to their specific regulatory and economic environments. This role builds upon previous efforts in mobilizing stakeholders and advocating for cluster-friendly policies.

Objective

- Represent clusters effectively at national and international levels.
- Promote collaboration and knowledge sharing between clusters and stakeholders.
- Expand access to regional and global markets to boost competitiveness.
- Enhance economic resilience and support sustainable development.
- Advocate for regulatory reforms to foster cluster growth.

Scope of Work

In addition to the activities outlined below, the selected expert will ensure continuous coordination with relevant public institutions, industry representatives, and academia to foster an integrated and inclusive approach. The selected expert will also oversee monitoring and evaluation mechanisms to assess the impact of policy changes and cluster-related initiatives.

1. Cluster-Specific Frameworks

- Develop regulatory frameworks tailored to different cluster types for each country.
- Assess and propose amendments to company laws separately for Jordan and Palestine, based on best practices from benchmarked countries based on the previous phase of the project.
- Develop structured mechanisms to integrate legal reforms into the business environment.
- Create a repository of best practices, case studies, and guidelines to support cluster governance.
- Provide policy briefs and implementation guidelines for regulatory adoption.
- Establish a monitoring and evaluation mechanism to assess the adoption and impact of new regulatory frameworks.

Deliverables per country (Palestine and Jordan):

- 2 customized regulatory frameworks.
- 2 reports summarizing stakeholder workshop discussions and feedback.
- 2 policy briefs outlining recommendations for cluster-specific regulations.
- 2 comprehensive legal reform proposals integrating recommendations into private sector regulations.

2. Advisory and Consultancy Services

- Establish advisory councils for clusters in each country to provide guidance on policy alignment and regulatory compliance.
- Conduct validation sessions with cluster managers in each country to refine recommendations and ensure practical applicability.
- Develop an implementation roadmap for legal reforms, detailing steps for institutional adoption and long-term sustainability.

Deliverables per country (Palestine and Jordan):

- 2 reports from validation sessions detailing legal reform proposals and cluster governance recommendations.
- 2 blueprints for advisory councils outlining governance structures and operational mechanisms.

KPIs per country (Palestine and Jordan):

- 2 advisory councils established.
- 2 validation sessions with cluster stakeholders.
- 2 governance guideline documents developed.

3. Public-Private Dialogue Enhancement

- Organize forums and roundtables separately in Jordan and Palestine to strengthen communication between clusters and policymakers.
- Develop structured mechanisms for continuous feedback and policy adaptation.
- Establish clear communication channels between public institutions and cluster representatives to ensure inclusivity in policy-making processes.
- Introduce a stakeholder feedback loop, allowing participants to provide ongoing input on policy adaptations and regulatory changes.

Deliverables per country (Palestine and Jordan):

- 2 reports summarizing key discussions and recommendations from dialogue events.
- 2 policy adjustment action plans based on dialogue outcomes.
- 2 post-event feedback reports evaluating the effectiveness of public-private engagement.

KPIs per country (Palestine and Jordan):

- 2 major public-private dialogue events conducted.
- 70% stakeholder participation rate in each country's dialogue events.
- 80% satisfaction rate from public officials on engagement quality in each country.

Duration and Timeline

Activity	Duration	LOE (Days)	Timeline
Development of Regulatory Frameworks	2.5 Months	30	April - June 2025
Stakeholder workshops and policy briefs	2 Months	25	June –August 2025
Establishment of advisory councils	2 Months	25	August - October 2025
Legal assessments and reform proposal	2 Months	30	October – December 2025
Public-private dialogue events and policy adjustments	2.5 Months	40	December 2025 – March 2026
Final Reporting and validations	1 Month	30	April 2026
Total LOEs	12	160	

The selected expert is expected to commit a total of 160 days Level of Effort (LOE) over the project duration. The selected expert will be engaged for 12 months, working closely with Leaders International to ensure the effective execution of the strategy. A detailed action plan must be submitted upon initiation of the assignment.

Budget & Payment

The budget allocated for the mission as a whole must include all mission costs, including travel costs. ECF partners will proceed with the payment of the estimated costs according to the defined timetable and the validation of each phase of the mission by the associated deliverables

Qualifications Required

- Master's degree in economics, business administration or equivalent.
- At least 10 years of working on economic development and support projects in the MENA region.
- Specific expertise on working in the industrial, commerce sector in the focus country.
- Good knowledge of the national context (institutional and stakeholder ecosystem) related to clusters.
- Excellent communication skills in Arabic and English.

Skills and Experience

- Demonstrated and certified experience of working on projects/programmes/policies related to industry, academia, innovation
- Demonstrated experience in facilitating multi-stakeholder processes;
- Proven experience of facilitating high-level events with public and private sector delegates
- Ability to mobilise and provide strong leadership;
- Demonstrated experience in conducting surveys, interviews/focus groups and data collection and analysis;
- Good written and oral communication skills in Arabic and English.

Taxes and Other Terms

- The offer should be excluding VAT
- For individual consultants, Applicable tax laws apply
- Please mention the ToR number: ECF/01/2025 in the email subject
- Please submit your technical and financial offer (in man-days), in addition to your company profile or CV (Individual Consultants) to: procurement@leadersinternational.org, no later than 24/04/2025 using EUR Currency.