



## Terms of Reference

### General Information

<b>Project</b>	:	Skills4Work- “Improving Resilience of refugee and Host Population in Jordan through Development of Livelihood Skills and Opportunities”
<b>Activity Title</b>	:	Workplace Safety Capacity Building
<b>ToR Number (Please refer to it when applying)</b>	:	S4W-MSME-TOR-009-A
<b>Location</b>	:	Amman, Jordan
<b>Date of Announcement</b>	:	09/12/2025

### Leaders International

Leaders International is a forward-thinking economic development organisation that brings together governments, community groups and private sector partners to work on various projects across the Middle East and Africa.

With offices in Brussels, Jordan, Palestine and Tunisia, we create partnerships that bridge the gap between east and west in order to create new opportunities and resources, and accelerate the growth of underdeveloped and developing economies. Our focus areas include MSME Development, Entrepreneurship & Innovation, Digital Transformation, Livelihoods & Employability, Green Growth, and Alternative & Sustainable Tourism.

### Project Background

Skills4Work II is a transformative 3-year project dedicated to localizing demand-driven skills development for the empowerment of both refugees and Jordanian host communities. With a primary focus on enhancing employability, the project aims to bolster the capacities of Small and Medium-sized Enterprises (SMEs) to create sustainable job opportunities. Through targeted skills development, support for SMEs, and gender-inclusive strategies, Skills4Work II seeks to address the pressing issue of unemployment in Jordan, particularly within the private sector. By actively engaging with vocational training centers, sector skills councils, and community-based organizations, the project adopts a human rights-based approach and integrates environmental considerations to ensure long-term impact and the creation of sustainable livelihoods for beneficiaries. Skills4Work II envisions a future where local solutions lead to increased economic resilience and empowerment for refugees and host communities in Jordan.

This project is implemented by Leaders International for Economic Development (LI) and funded by the Regional Development and Protection Programme for Jordan and Lebanon (RDPP III) under the Embassy of Denmark in Beirut.

## Objective

Leaders International for Economic Development is looking to procure the following training services and safety-related provisions to support one of the enterprises under the project in strengthening its production and service capabilities. This include building staff capacity in occupational safety and health, enhancing internal safety systems, as detailed in the specifications below:

## Scope of Work

### Training and Safety Management Measures

The service provider shall be responsible for the following under the Awareness and Capacity Building element:

- Design and deliver training workshops for factory staff on occupational safety procedures, including machine handling, electrical safety, chemical handling, and use of lifting equipment.
- Organize first aid training sessions for employees across all departments.
- Conduct safety awareness campaigns using internal bulletin boards and electronic newsletters.
- Develop occupational safety and health policies and present them for approval by senior management.
- Prepare a comprehensive safety procedures manual covering evacuation protocols, fire response, and proper use of personal protective equipment (PPE).
- Establish and operationalize an Incident and Hazard Reporting System.

## Deliverables

- Delivery of training sessions on workplace safety, including relevant materials, attendance records, and documentation of activities.
- Implementation of awareness-raising activities, including the development and dissemination of safety-related content.
- Development of internal safety policies and procedures in coordination with the supported enterprise.
- A confirmation letter from the supported enterprise that the activity has been received in accordance with their requirements
- Any documents, manuals, content, material, drafts, etc., developed throughout the activity.
- Closing report summarizing the work that has been done.

## Duration of Work

The service provider is expected to conclude the activity within the timeline set for the activity, providing a detailed timeline for implementing the system and showing the work phases.

## Qualifications Required

The ideal candidate or firm should have:

- 5+ years of proven experience in this field.
- Experience in developing safety policies, procedures, and incident reporting systems.
- Strong knowledge of workplace safety standards, including machinery, electrical, chemical safety, and PPE usage.
- Familiarity with personal protective equipment (PPE) and safety infrastructure requirements.
- Ability to design and implement effective training workshops and awareness campaigns.
- Proven skills in preparing clear training materials, manuals, and comprehensive reports.
- Strong communication and coordination skills to work effectively with enterprise management and staff.
- Ability to deliver all activities on time and within scope.

## Taxes and Other Terms

- The offer must **include VAT**.
- For individual consultants, applicable tax laws apply.
- A **valid company registration certificate** must be attached to the offer.
- Only invoices issued by the electronic invoicing system (**QR code invoices**) will be accepted from the awarded vendors.
- The offer must **remain valid for 90 days** from the ToR closing date.
- Inquiries or clarifications may be submitted within one week from the announcement date. After this period, no inquiries will be accepted.
- Mention the ToR reference number **S4W-MSME-TOR-009-A** in the email subject when submitting your offer or inquiries.
- Address the offer to: **Leaders International for Economic Development / Skills4Work**.
- Submit your technical and financial offer, along with your company profile or CV (for individual consultants), to [jordanfstp@leadersinternational.org](mailto:jordanfstp@leadersinternational.org), by **23/12/2025**, using **JOD currency**.