

TORs for the Communication Consultant

Project title:	GREEN-skills for a sustainable Development
Contract no.:	B_A.3.1_0048_GREENLAND
Service:	Communication Consultant
Location of the assignment (Target areas):	Alexandria & Al Buhayrah, Egypt
Duration of the implementation:	20th October 2021 till 30 Sept. 2022
Project Overall objective:	A.3 - Promotion of social inclusion and fight against poverty (Promote economic and social development) A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills
Project Specific objectives:	SO1 is to increase employability of NEETs (up to 30 y.o.) and women (all ages) by providing these target groups with marketable skills and qualifications to prepare them for skill-based occupations, piloted within Green and Circular Economy (GaCE) sectors, and reduce skill mismatches SO2 is to promote connections between TVETs, Public institutions (i.e. Labour agencies and RLAs), Social inclusion actors and SMEs operating in the GaCE sectors with the final aim of increasing the number of networks and actions supporting women and youth employment and fostering Policy innovations. SO3 is to provide innovative approaches to activities such as skills assessment, data profiling, training, coaching, tutorial-based career guidance with e-tools and colloquia on site that will improve access to job-placement and TVET programs targeting NEETs and Women interested in the GaCE sectors
Tender objectives	This invitation to tender to individuals hereon referred to as the tenderers, to apply for the Communication Consultant to the AASTMT as a partner of the project GREEN-skills for a sustainable Development, following the templates and procedures established
<p>1. The services provided by the service provider should include the following which reflect the financial offer:</p> <ul style="list-style-type: none"> • Review the communication plan of the project • Develop and update action plan for communications for the 2nd year of the project • Focused on both internal and external communication and dissemination. Outcomes from the project will be disseminated to identify target groups, i.e. Partners, Managing Authority/European Commission, TVET organisation, Public institutions (i.e. Public employment agencies and Policy makers), Media actors, social inclusion actors and the private sector operating in the Green and Circular Economy. 	

- Prepare an awareness raising local plan/campaigns that will be organised in Egypt to sensitize all the stakeholders on the need for services that foster youth employability in the Green and Circular economy sectors in line with needs employers' and of youth

- 2. Deliverables**
- Awareness raising campaigns including one Mid-Term and one Closing event
 - An awareness raising local plan/campaigns
 - 3 Dissemination workshops (at least 50 participants per each)
 - Adapting social media channels to reach to the target people (NEETs & women)
 - An action plan to reach the stakeholders and the private sector to hire the potential trainees in relevant companies

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| 3. Experience / selection and award criteria | <ul style="list-style-type: none"> • At least 5 years of general professional experience in community development, NEETs and capacity building programs • At least 5 years of proven experience in working on Communications • At least 5 years of experience with EU projects. • Proven experience in similar projects in Egypt • Excellent knowledge of English. |
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4. Contract management
 The selected applicant will work closely with the project manager and the technical committee in a participatory working approach in order to achieve qualitative results

- 5. Commencement date & Period of execution**
- Assumed start of assignment 20th October, 2021

- Remuneration**
1. The payment will be pegged on deliverables
 2. The payment will be on installments according to deliverables or in advance, in case, local workshops/Events organization
 3. The service provider should submit a payment request/ invoice

- The technical offer should contain the following documents:**
- CV/ Profile and Past performance and proven track records professional experience.

- The financial offer should contain the following template**
- The financial offer should not include any tax
 - Note: The project is exempted from sales tax or any other taxes.

- General requirements that should be followed /Application Process**
- The service provider shall comply with terms and conditions of this tender which is integral part of this tender and all are complementary to each other
 - The offer should be sent with referring to the name of the project "GREEN-skills for a sustainable Development
 - The documents of technical and financial offers should be signed
 - To be the start of the contract within one day of approval on offer

- Any inquiries regarding the tender you can contact Dr. Mohamed Youssef (Project Manager), mohamed.youssef@aast.edu
- The contract authority has the right to reject any tender that doesn't contain the required data in mentioned in this tender.
- The validity period of the tender is 3 months from date of opening of technical offer and the contract authority has the right to request an extension of tender if needed.
- All conditions are obligatory and in case of any violation of conditions the offer will be excluded.
- Communications are an integral part of terms of agreement
- The offer should be submitted in two separated sealed envelopes (financial-technical) signed and the outer envelope must bear the Contract number and the title of the project, together with the full name and address of the applicant, and the words "Not to be opened before the opening session"
- Offers must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below: **Arab Academy for Science, Technology and Maritime Transport, Miami, First Floor, Main building, Alexandria branch in name Dr. Mohamed Youssef**

Last date for submitting offers on 13th October 2021 at 12 pm. No offer will be accepted after the due date.

Operational language

All written communications for this tender procedure, offers and contract must be in English.