



Terms of Reference (ToR)

Consultancy for Screening, Shortlisting, and Needs Assessment of Community-Based Organizations (CBOs) in Amman Governorate

1. Consultancy Information

Title	UN Trust Fund Project – <i>Arrived Safely</i>
Project Timeframe	11 May 2025 – 30 June 2025
Type of Contract	Short-term Consultancy – Individual
Duty Station	Amman, Jordan
Reports to	Project Manager
Collaborates with	Project Coordinator
Expected Travel	Field visits to CBOs within Amman Governorate, as applicable
Assignment Duration	Up to 40 working days over 2 months
Start Date	11 May 2025
End Date	No later than 30 June 2025

2. Introduction

JoWomenomics is a national non-profit organization committed to building a just society where women have equitable opportunities and a supportive environment to participate fully in Jordan's social and economic development. Established in 2017, JoWomenomics operates across four strategic pillars:

1. Capacity building and training leading to employment and support for entrepreneurial projects.
2. Changing the stereotypical perception of women's role in the public sphere.
3. Reviewing and amending discriminatory laws against women.
4. Collaborating with the private sector to create a women-friendly work environment.

Vision: To cultivate an ecofeminist economy in Jordan that balances environmental sustainability with women's empowerment to shape their futures.

This consultancy is part of the **Arrived Safely project** implemented by JoWomenomics and funded by the UN Trust Fund to End Violence Against Women, administered by UN Women.

The consultant must adhere to the project's **gender-transformative** and **survivor-centered** approach.

3. Project Background

The **Arrived Safely project** targets Jordanian and refugee women and girls at risk of or affected by sexual harassment in Amman's public transportation system. These groups face compounded marginalization due to gender, socioeconomic status, refugee status, and ethnicity, increasing their vulnerability to violence and limiting access to justice and economic opportunities.

The project aims to address:

- **Sexual Harassment:** The most prevalent form of violence in public transportation.
- **Economic Violence:** Transportation barriers that hinder women's employment access.
- **Cultural Violence and Victim Blaming:** Societal norms that silence victims and perpetuate gender-based violence.

4. Objectives of the Assignment

- Review and screen a list of CBOs against pre-defined eligibility criteria.
- Shortlist 15 CBOs through a desk-based evaluation.
- Conduct field visits to the 15 shortlisted CBOs.
- Identify and finalize 12 CBOs for in-depth needs assessment.
- Conduct needs assessments based on project criteria and organizational capacity indicators.

5. Scope of Work and Tasks

Phase 1: Screening and Shortlisting (11 May – 20 May 2025)

- Review documentation for each CBO (registration, leadership, projects, etc.).
- Assess CBOs against approved selection criteria, including women's leadership, geographic focus, GBV/WPS programming, stakeholder collaboration, and organizational capacity.
- Produce a longlist of 20 eligible CBOs with scoring and justifications.
- Validate CBOs and shortlist 15 CBOs for the next stage of selection.

Phase 2: Field Visits and Final Selection (20 May –10 June 2025)

- Conduct site visits to 15 shortlisted CBOs using a standardized assessment tool.
- Interview leadership and verify eligibility and operational activities.

Phase 3: Needs Assessment (10 June – 20 June 2025)

- Develop or adapt a needs assessment tool.
- Conduct needs assessments of the 15 CBOs through site visits and interviews.
- Identify capacity-building needs, resource gaps, and priority areas for technical support.
- Identify any special conditions and highlight any risks observed through the risk assessment.

Phase 4: Signing the agreements (20 June – 30 June 2025)

- Conduct the due diligence phase with negotiations with the CBO
- Draft the agreement to be signed

Note:

- All reports must be submitted in English in Word/PDF format.
- Executive summaries in Arabic may be requested.
- Up to two rounds of revisions may be required based on feedback from JoWomenomics.

7. Required Qualifications

- Bachelor's degree in social sciences, development studies, gender studies, or related field (Master's preferred).
- Minimum 5 years of experience with women-led CBOs, civil society engagement, or project implementation.
- Proven skills in field assessments, data collection, and report writing.
- Fluency in Arabic and English (spoken and written).
- Strong analytical, communication, and interpersonal skills.
- Understanding of gender-transformative and survivor-centered approaches.
- Ability to travel across the Amman Governorate.

8. Management and Supervision

The consultant will report directly to the Project Manager at JoWomenomics and work closely with the M&E Consultant and Field Coordinator. JoWomenomics will provide the initial list of CBOs for screening.

11. Confidentiality and Data Protection

The consultant must maintain strict confidentiality of all collected data and adhere to JoWomenomics' data protection policies and ethical standards.

12. Submission Requirements: Interested applicants should submit the following:

1. **Technical Proposal**, including:
 - Understanding of the assignment
 - Proposed methodology and tools
 - Detailed work plan and timeline
2. **Financial Proposal**, detailing:
 - Fee per assessment (fixed)
 - Total project cost (including all taxes and expenses)
3. **CV**, showcasing relevant experience.
4. **Sample Report(s)** from similar assignments (confidential information may be redacted).
5. **References** from previous clients (at least two).



Submission Instructions:

All quotations and required documents must be submitted electronically to:

✉ **admin@jowomenomics.org**

Subject Line: RFQ – CBO Assessment Consultant

Deadline for submission: 8th May 2025, 5:00 PM Amman Time

Late submissions will not be considered.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Relevant Experience and Qualifications	30%
Technical Approach and Methodology	30%
Financial Offer (Cost-Effectiveness)	30%
Delivery Timeline and Work Plan	10%

Terms and Conditions:

- JoWomenomics reserves the right to accept or reject any quotation without providing reasons.
- All submitted documents become the property of JoWomenomics and will be kept confidential.
- The consultant is expected to maintain strict confidentiality throughout the assignment.

Contact for Clarifications:

For any inquiries regarding this RFQ, please contact:

✉ **admin@jowomenomics.org**