



وزارة الطاقة والثروة المعدنية

عطاء شراء خدمات لدورات تدريبية متخصصة

عطاء رقم 5/ع/لوازم/2026

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Terms of Reference For Short Period Training For Capacity Building Activity

1. Background

The Jordan Renewable Energy and Energy Efficiency Fund (JREEEF) was established under the Ministry of Energy and Mineral Resources (MEMR) by Regulation No. 49 of 2015, pursuant to the Renewable Energy and Energy Conservation Law No. 13 of 2012. JREEEF provides funding for Renewable Energy (RE) sources and Energy Efficiency (EE) measures to end-users working towards its vision of enabling a sustainable energy transition in Jordan. The main purpose of JREEEF is to provide the funding necessary for the best utilization of renewable energy sources and the rationalization of energy consumption. As part of JREEEF's scope and mandate, this activity will mainly focus on the flagship project with the private sector, the Industrial Sector Energy Efficiency Program (ISEEP). JREEEF started the ISEEP in 2017, and in 2024, a new stage of the program was launched in cooperation with the Green Action in Enterprises (GAIN) project implemented by GIZ-Jordan. This aligns with the Jordan Energy Strategy (2020-2030), which aims to improve energy efficiency in Jordan by 9% and reduce Green-House Gas (GHG) emissions by 31% by 2030, as reported in Jordan's NDCs in 2021.

ISO 50001 Internal Auditor

The ISEEP contains a short-term training program designed to build capacity in implementing and managing an Energy Management System (EnMS) based on the ISO 50001 standard. The training aims to enhance participants' (factory liaisons) skills in energy management practices, and foster awareness of energy performance improvements.

Objectives

The ISEEP objective is the development of technical and financial support products "windows" for the industrial sector, to optimize the overall energy consumption.

The main objectives of this training are:

1. Provide an overview of ISO 50001 and its benefits for the industrial sector.
2. Describe the purpose of an EnMS, EnMS standards, EnMS audit and third-party certification
3. Build capacity for internal auditing of EnMS and preparing for certification.



4. Equip participants with the knowledge and tools to establish, document, and implement an effective EnMS as per ISO 50001 standard.
5. Explain the role of an auditor in the planning, conduct, reporting and follow up for an EnMS audit in accordance with ISO 19011 and ISO 17021-1 (where appropriate)
6. Enhance understanding of energy performance indicators (EnPIs) and energy baselines (EnBs).
7. Plan, conduct, report and follow up an EnMS audit to establish conformity (or otherwise) with ISO 50001:2018 and in accordance with ISO 19011 (and ISO/IEC 17021-1 where appropriate)

Target Participants

The ISEEP project ISO 50001 capacity building activity will be targeting liaisons of the factories part of the ISEEP project (e.g. Operations and facility managers, Technical and engineering staff involved in energy management, Senior management overseeing energy policies... etc.).

Scope of Work

The contractor is asked to submit an official offer that includes all expenses (including all subjected taxes and fees must be included within the priced offer) of conducting the offer that includes (Trainer, training material, venue and catering during that period).

Trainer Qualifications

The trainer(s) should submit their curriculum vitae demonstrating:

- Demonstrated expertise in ISO 50001 and energy management.
- Relevant professional certifications (e.g., ISO 50001 Lead Auditor).
- Proven experience in delivering ISO 50001 training.
- Strong facilitation and communication skills.

Offers considerations

As per the GIZ agreements regulations, offers will be collected from service providers and compared, and the project will be awarded to the lowest price collected. The price offered in the offer should include a lump sum cost.

Ideally the submitted offers should include at least the following:

- Services provided (Training, Training Materials, Certification, Venue, Catering).
- Schedule of the training (for 20 Trainees, or 40 Trainees, two offers).
- Portfolio of the training center/ academy ...etc.



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Jordan Renewable Energy & Energy Efficiency Fund
صندوق الطاقة المتجددة و كفاءة الطاقة
MINISTRY OF ENERGY AND MINERAL RESOURCES
وزارة الطاقة والموارد المعدنية

- A supporting document showing the eligibility of the training company for issuing ISO 50001 certificate.
- A single financial and technical offer documentation.

Energy Efficiency in the industrial sector

To strengthen the technical capacities of industrial engineering staff, maintenance teams, and energy managers, the project seeks to engage a qualified training provider to deliver an intensive, practice oriented training program focused on energy management, conservation, and best practices in industrial utilities and systems.

The training is offered to selected industrial companies and is designed to generate practical, implementable energy efficiency actions that can be applied directly within participating facilities.

Objectives

The ISEEP objective is the development of technical and financial support products "windows" for the industrial sector, and to design and deliver a minimum of 5-days training course aimed at:

- Raising technical knowledge of engineering staff in energy management and conservation.
- Addressing inefficiencies in industrial systems and utilities.
- Strengthening the ability to identify and evaluate energy-saving measures.
- Enabling participants to apply lessons learned directly in their facilities.
- Improving sustainability, reducing operational costs, and enhancing industrial competitiveness.

Target Participants

The ISEEP project Energy efficiency capacity building activity will be targeting liaisons of the factories part of the ISEEP project (e.g. Operations and facility managers, Technical and engineering staff involved in energy management, Senior management overseeing energy policies... etc.).



Scope of Work

The contractor is asked to submit an official offer that includes all expenses (including all subjected taxes and fees must be included within the priced offer) of conducting the offer that includes (Trainer, training material, certification exam, venue and catering during that period).

The selected training provider shall be responsible for:

Course Design

Develop a structured, intensive training program that:

- Combines theoretical foundations with practical industrial applications.
- Focuses on industrial systems, processes and utilities.
- Includes sector-relevant case studies.
- Integrates lessons learned from real industrial projects.
- Includes a final assessment and/or examination.

The course must be delivered in Arabic and English (dual-language approach) where necessary.

Training Delivery

The course shall be delivered over:

- Minimum 5 full training days or 40 hours .
- Include interactive sessions, group exercises, and industrial case simulations.
- Encourage participants to bring real data from their facilities.
- Detailed training agenda and curriculum
- Training materials (presentations, exercises, case studies)
- Attendance records
- Pre- and post-training assessments
- Final training report
- Summary of key improvement measures identified by participants



Course Content

The course contents are expected to be but not limited to the following:

- **Foundations of Industrial Energy Management** (Introduction to Energy Efficiency in Industry, EnPIs, Baselines and Benchmarking, Monitoring & Targeting, Energy Auditing Principles, Introduction to ISO 50001 concepts)
- **Economic & Financial Evaluation** (Economic Tools for Energy Efficiency, Life-cycle cost analysis, Payback period, IRR, NPV, Prioritization of energy measures)
- **Industrial Utilities & Critical Systems diagnosis and best practices** (Steam Generation, Distribution, & End uses, Furnaces & Combustion Systems, Electric Motors & Drives, Pumping Systems, Compressed Air Systems, HVAC & Industrial Cooling, Heat Exchangers)
- **Instrumentation & Controls**
- **Case Studies & Practical Applications** (case studies, Lessons learned, Common operational mistakes, Development of prioritized actions)

Trainer Qualifications

The training provider must demonstrate:

- Proven experience in industrial energy efficiency training
- Proven experience in industrial systems, processes and utilities
- Relevant professional certifications.
- Ability to deliver bilingual technical training

Offers considerations

As per the GIZ agreements regulations, offers will be collected from service providers and compared, and the project will be awarded to the lowest price collected. The price offered in the offer should include a lump sum cost.

Ideally, the submitted offers should include at least the following:

- Services provided (Training, Training Materials, examination, Certification, Venue, Catering).
- Schedule of the training (for 20 Trainees, or 40 Trainees, two offers).



- Portfolio of the training center/ academy ...etc.
- A supporting document showing the eligibility of the training company for issuing certificate.
- A single financial and technical offer documentation.

Economics of Energy Efficiency Projects

Industrial energy efficiency projects are often technically sound but fail to be implemented due to weak financial evaluation, unclear business cases, or misinterpretation of economic indicators. Energy managers and maintenance engineers frequently need to justify investment proposals to management, compare multiple energy saving options, evaluate payback and risk, understand financial implications of performance contracts, and Communicate economic benefits clearly.

This short term training is intended to strengthen financial literacy and decision making capacity among industrial technical staff.

Objectives

The ISEEP objective is the development of technical and financial support products “windows” for the industrial sector, and to design and deliver a minimum of 5-days training course aimed at:

- Raise awareness of financial and economic parameters used to evaluate energy efficiency projects
- Enable participants to assess the feasibility and financial viability of proposed energy saving measures
- Strengthen the ability to build convincing business cases for internal management approval.
- Improve understanding of risk, financing options, and cost benefit trade-offs

Target Participants

The ISEEP project Energy efficiency capacity building activity will be targeting liaisons of the factories part of the ISEEP project (e.g. Operations and facility managers, Technical and engineering staff involved in energy management, Senior management overseeing energy policies... etc.). Energy Managers, Maintenance Engineers, Utility Engineers, Technical Managers, Production Supervisors involved in capital investment decisions.



Scope of Work

The contractor is asked to submit an official offer that includes all expenses (including all subjected taxes and fees must be included within the priced offer) of conducting the offer that includes (Trainer, training material, certification exam, venue and catering during that period).

The selected training provider shall be responsible for:

Course Design

Develop a structured, intensive training program that:

- Calculate and interpret key financial indicators (Payback, IRR, NPV, ROI,....)
- Distinguish between simple payback and life-cycle cost analysis
- Conduct sensitivity and risk analysis for EE projects
- Evaluate competing investment options
- Develop internal investment proposals for management
- Understand ESCO and performance contracting models
- Assess the impact of energy price changes and inflation on project viability

The course must be delivered in Arabic and English (dual-language approach) where necessary.

Training Delivery

The course shall be delivered over:

- Minimum 5 full training days or 40 hours .
- Include interactive sessions, group exercises, and industrial case simulations.
- Encourage participants to bring real data from their facilities.
- Detailed training agenda and curriculum
- Training materials (presentations, exercises, case studies, excel sheets, ...)
- Attendance records
- Pre- and post-training assessments
- Final training report



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- Summary of key improvement measures identified by participants
 - Excel financial evaluation template
 - Case study
 - Certificate of completion

Course Content

The course contents are expected to be but not limited to the following:

- **Fundamentals of Financial Evaluation for Energy Projects** (Why technically good projects fail financially, Understanding CAPEX vs OPEX, time value of money...)
- **Key Financial Indicators** (Simple and discounted Payback, NPV, IRR, ROI, when to consider each indicator,..)
- **Life Cycle Cost Analysis** (Total Cost of Ownership, O&M, Equipment lifetime considerations,..)
- **Risk & Sensitivity Analysis** (Sensitivity to energy prices, Load variability, Performance uncertainty, Scenario analysis, financial risk factors,...)
- **Financing Mechanisms & Business Models** (Self-financing vs loans, ESCO models and Energy Performance Contracting (EPC), Shared savings vs guaranteed savings, ...)
- **Practical Industrial Case Studies**
- **Developing an Internal Business Case** (Structuring a financial proposal for management, Presenting main findings clearly, ...)
- **Practical Component** (Excel templates, generic draft of financial evaluation)

Trainer Qualifications

The training provider must demonstrate:

- Proven experience in industrial energy efficiency economics training
- Familiarity with financial modeling tools (Excel-based or specialized software).
- Relevant professional certifications.
- Ability to deliver bilingual technical training.



Offers considerations

As per the GIZ agreements regulations, offers will be collected from service providers and compared, and the project will be awarded to the lowest price collected. The price offered in the offer should include a lump sum cost.

Ideally, the submitted offers should include at least the following:

- Services provided (Training, Training Materials, examination, Certification, Avenue, Catering).
- Schedule of the training (for 20 Trainees, or 40 Trainees, two offers).
- Portfolio of the training center/ academy ...etc.
- A supporting document showing the eligibility of the training company for issuing certificate.
- A single financial and technical offer documentation.



Carbon Training

The ISEEP contains a short-term training program designed to build capacity in carbon reduction and management. The training aims to enhance participants' (factory liaisons) skills in establishing a standard-aligned GHG inventory, design a prioritized reduction roadmap, prepare an evidence-backed inventory pack suitable for internal audit and external validation/verification engagements.

Objectives

The ISEEP objective is the development of technical and financial support products "windows" for the industrial sector, to increase capacity on Carbon Reduction, GHG Accounting, and Audit and Verification Readiness

The main objectives of this training are:

1. Define inventory boundaries consistent with the GHG Protocol Corporate Standard and/or ISO 14064.
2. Map Scopes 1, 2, and 3 emission sources for an industrial facility and identify hotspots suitable for action planning
3. Calculate Scope 1 and Scope 2 emissions from activity data and emission factors
4. Enhance ability to Build an audit trail for GHG data
5. Enhance ability to develop a practical abatement plan integrating energy efficiency, operational controls, electrification/fuel switching and renewables-relevant options for industrial heat/steam, reflecting recognized mitigation strategies for industry
6. Enhance ability to prepare for verification/assurance by producing a verification-ready GHG statement

Course Content

The course contents are expected to be but not limited to the following:

1. Climate/GHG basics (understanding emissions basics, emission categories Scopes 1–3, boundaries... etc)
2. Measuring & Calculating Carbon Emissions
3. Carbon Reduction Strategies and renewable energy offsetting
4. Reduction planning for factories (plan development, Energy efficiency, process/utility optimization, renewables & electrified heat options; costs and prioritization, etc...)
5. Monitoring, Reporting & Improvement

Target Participants

The ISEEP project carbon reduction capacity building activity will be targeting liaisons of the factories part of the ISEEP project (e.g. Operations and facility managers, Technical and



engineering staff involved in energy management, Senior management overseeing energy policies... etc.).

Scope of Work

The contractor is asked to submit an official offer that includes all expenses (including all subjected taxes and fees must be included within the priced offer) of conducting the offer that includes (Trainer, training material, certificates, venue and catering during that period).

Trainer Qualifications

The trainer(s) should submit their curriculum vitae demonstrating:

- Demonstrated expertise in carbon auditing and management.
- Relevant professional certifications.
- Proven experience in delivering similar training.
- Strong facilitation and communication skills.

Offers considerations

As per the GIZ agreements regulations, offers will be collected from service providers and compared, and the project will be awarded to the lowest price collected. The price offered in the offer should include a lump sum cost.

Ideally the submitted offers should include at least the following:

- Services provided (Training, Training Materials, Certification, Venue, Catering).
- Schedule of the training (for 20 Trainees, or 40 Trainees, two offers).
- Portfolio of the training center/ academy ... etc.
- A supporting document showing the eligibility of the training company for issuing carbon reduction certificate.
- A single financial and technical offer documentation.



Annex 1 Guiding outline (Optional and for demonstration purposes)

1. Background
 - 1.1 Overview
 - 1.2 Context within the Organization
2. Objectives
 - 2.1 Overall Objective
 - 2.2 Specific Objectives (Example)
3. Scope of Work
 - 3.1 Tasks and Activities (Example)
 - 3.2 Deliverables
 - Training modules and materials.
 - Completed needs assessment report.
 - Participant progress reports.
 - A comprehensive training evaluation report.
4. Duration and Timeline
 - 4.1 Project Start Date
 - 4.2 Project End Date
 - 4.3 Milestones
 - Needs assessment completion
 - Training sessions:
 - Evaluation and reporting:
5. Stakeholders and Partners
 - 5.1 Internal Stakeholders
 - 5.2 External Partners
6. Methodology/Approach
 - 6.1 Approach to Work
 - 6.2 Tools and Resources

Utilize multimedia presentations, case studies, and expert facilitators.
7. Responsibilities
 - 7.1 Project Team
 - Project Manager: [Name and role]
 - Trainers/Facilitators: [Names and roles]
 - Evaluator: [Name and role]
 - 7.2 Reporting Structure
8. Budget
 - 8.1 Budget Allocation
9. Monitoring and Evaluation
 - 9.1 Key Performance Indicators (KPIs)
 - 9.2 Monitoring Mechanisms
 - Regular progress reports from trainers and participants.



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- Feedback sessions after each training module.

10. Reporting

10.1 Format of Reports

- Reports will include a summary of completed modules, participant engagement, and identified areas for improvement.

11. Approval and Sign-off

12. Appendices

- [Attach any relevant documents, templates, or additional information.]

الشروط العامة للعبء رقم (5/ع/لوازم/2026)

- 1- يعتبر تقديم عرض المناقص بأنه مطلع ومتفهم وملتزم بجميع مواد وتعليمات نظام المشتريات الحكومية رقم (8) لسنة 2022 وتعليمات تنظيم اجراءات المشتريات الحكومية لسنة 2022 ووثائق دعوة العطاء.
- 2- يرفق بالعرض تأمين للدخول في العطاء على شكل كفالة بنكية (مرفق صورة عنها للالتزام) أو شيك مصدق صادرة / صادر عن بنك محلي بقيمة 240 دينار اردني و لن ينظر في أي عرض غير معزز بالتأمين المطلوب.
- 3- سيتم استبعاد العرض الذي يكون تأمين دخول العطاء فيه (الكفالة البنكية) مخالفاً للنماذج المرفقة طياً ولمتطلبات الكفالة الواردة في وثائق الشراء.
- 4- يلتزم المناقص أن يبقى العرض المقدم منه نافذ المفعول لمدة لا تقل عن (90) يوماً من التاريخ المحدد كآخر موعد لتقديم العروض، وان تكون مدة سريان الكفالة تغطي مدة سريان العرض وبخلاف ذلك للجنة الشراء الحق في استبعاد العرض المقدم.
- 5- يعتبر صدور قرار الإحالة المبدئي وإشعار المناقص به ملزماً له.
- 6- تقدم الأسعار بالدينار الأردني، بحيث تكون الأسعار شاملة الرسوم والضرائب الأخرى وأية عوائد حكومية أو غير حكومية.
- 7- يلتزم المتعهد بدفع قيمة رسوم الطوابع المستحقة بعد تبلغ قرار الإحالة وقبل توقيع أمر الشراء .
- 8- يلتزم المتعهد بتقديم تأمين حُسن تنفيذ على شكل كفالة بنكية أو شيك مصدق صادرة / صادر عن بنك محلي بنسبة لا تقل عن (10%) من قيمة العطاء المحالة عليه بعد تبلغ قرار الإحالة وقبل توقيع أمر الشراء.
- 9- يلتزم المتعهد بتقديم جميع الضمانات باسم معالي وزير الطاقة والثروة المعدنية بالإضافة لوظيفته وتثبيت اسمه ورقم العطاء مع بيان نوع التأمين.
- 10- تعتبر وثائق الشراء والملاحق جزء لا يتجزأ من شروط العطاء .
- 11- يجب ان يكون المناقص من ذوي الاختصاص ورافاق صورة عن رخصة المهن سارية المفعول والسجل التجاري وتبين وبشكل اوضح عنوانها الدائم (الموقع / صندوق البريد / الهاتف / الفاكس)
- 12- يحق للجنة الشراء الرئيسية /لوازم التحقق من الوثائق المقدمة من المناقصين بالطريقة التي تراها مناسبة بما فيها طلب المعلومات والوثائق الاصلية اللازمة ويتحمل المناقص المسؤولية الكاملة عن صحة كافة الوثائق والمعلومات المقدمة للعطاء في عرضه.
- 13- لا تقبل العروض غير الموقعة والمختومة من قبل المناقص وكذلك التي ترد بالفاكس والبريد الالكتروني وسيتم استبعادها
- 14- تفرض غرامات التأخير وفقاً لنظام المشتريات الحكومية رقم 8 لسنة 2022 وبما لا يزيد عن (15%) من قيمة الاحالة.
- 15- مدة التسليم حسب جدول الشروط الخاصة المرفق .
- 16- يجب ذكر الرقم الضريبي (في حال كان خاضعاً للضريبة العامة على المبيعات) وان يلتزم المتعهد قانونياً بالتسجيل بنظام الفوترة الالكترونى الوطني .
- 17- في حالة تقصير المتعهد أو عدم إيفائه بالالتزامات المترتبة عليه بموجب قرار الإحالة يحق للجنة مصادرة تأمين حُسن التنفيذ كلياً أو جزئياً والشراء على حسابه وتحمله فروق الأسعار بالاضافة الى ما ورد في البند (14).



- 18- يحق للجنة الشراء استبعاد أي عرض مخالفاً للشروط و/ أو المواصفات الواردة في وثيقه الشراء .
- 19- يحق للجنة الشراء إلغاء دعوة العطاء أو أي بند من بنوده أو قرار الإحالة أو إعادة الطرح في أي وقت أو أي مرحلة دون بيان الأسباب ما لم يكن المتعهد قد تبلغ أمر الشراء وقرار الإحالة.
- 20- تطبيق أحكام نظام المشتريات الحكومية رقم (8) لسنة 2022 وتعليمات تنظيم إجراءات المشتريات لسنة 2022 والشروط العامة والخاصة وتكون ملزمة للمناقصين.
- 21- يحق للجنة الشراء الرئيسية الإحالة على عدة مناقصين.
- 22- يحق للمناقص بالاعتراض على أي قرار أو الشكوى على أي قرار اتخذته الجهة المشتريّة أو لجنة الشراء يتعلق بالاجراءات وفق احكام نظام المشتريات الحكومية رقم (8) لسنة 2022 وتعليمات تنظيم اجراءات المشتريات لسنة 2022

ملخص العرض المقدم :

السعر الاجمالي بعد الخصم	نسبة الخصم	السعر الاجمالي	السعر الافراضي	عدد المتدربين	عدد الأيام المتوقع (حد ادنى)	إسم الدورة
				20	3	ISO 50001 Internal Auditor
				20	5	Energy Efficiency in the industrial sector
				20	5	Economic of Energy Efficiency Projects
				20	4	Carbon Training

البنك : _____

سند كفالة دخول العطاء

السادة وزارة الطاقة والثروة المعدنية

التاريخ : ___ / ___ / 202م

تاريخ الاستحقاق : ___ / ___ / 202م

رقم الكفالة : (_____)

تحية طيبة وبعد،،،

يكفل البنك _____ فرع _____

السادة / المناقص _____

بمبلغ (_____) دينار فقط

لمدة _____

وذلك ضماناً لدخول العطاء رقم (_____)

الخاص بشراء (_____)

ويتعهد البنك بتمديد سريان الكفالة لتغطي مدة سريان العرض وبدفع قيمة الكفالة إليكم أو أي جزءٍ منها عند أول مطالبة خطية منكم بالتمديد أو الدفع، وذلك خلال فترة سريانها، علماً بأن أي مطالبة ترد الى البنك يجب أن تكون في/أو قبل موعد استحقاقها وتصيح الكفالة ملغاة بعد انتهاء مدتها.

• لا تقبل وزارة الطاقة والثروة المعدنية أي شرط يعيق التمديد و الدفع وترفض أي كفالة تتضمن مثل هذا الشرط.

البنك

سند كفالة حسن تنفيذ

السادة:

التاريخ: 202 / /
تاريخ الاستحقاق: 202 / / م
رقم الكفالة: ()

تحية وبعد،،،

يكفل بنك فرع

السادة / المتعهد

بمبلغ () دينار فقط
وذلك ضماناً لحسن تنفيذ قرار الإحالة رقم () الخاصة بالعطاء رقم ()

المتعلق بتوريد

هذه الكفالة غير مشروطة وغير قابلة للنقض وسارية المفعول لغاية 202 / / م

ويتعهد البنك بتمديد سريان هذه الكفالة أو بدفع قيمتها إليكم أو أي جزءٍ منها عند أول مطالبة خطية منكم بالتمديد أو الدفع، وذلك خلال فترة سريانها، ولا تلغى هذه الكفالة خلال فترة سريانها إلا بكتاب رسمي من

وفي حال تخلف البنك عن دفع قيمة هذه الكفالة أو أي جزءٍ منها
عند الطلب، فإن البنك يفوض معالي محافظ البنك المركزي بناءً على طلب
بقيدها على حسابه الجاري لدى البنك المركزي ولحساب الخزينة.

• لا تقبل أي شرط يعيق التمديد والدفع وكل كفالة تتضمن مثل هذا الشرط لا تقبل.