



The EMA (Euro-Mediterran-Arabischer Länderverein e.V.) is a regional association for German businesspeople and entrepreneurs with a wide range of services to promote sustainable economic cooperation with Arab countries. For a BMZ-funded project we are calling for offers for the following service assignment:

Leading of the Kick-Off Meeting workshops for the Ouissal program

Deadline for submitting offers: 23rd of October 2023

I. DETAILS OF THE PROJECT:

The cross-culture mentoring programme “Ouissal” is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) through the Agency for Business & Economic Development AWE. Objective of the program is to promote sustainable socio-economic development in the target countries (Morocco, Algeria, Tunisia, Libya, Egypt, Jordan, Lebanon, Syria, Palestine) through networking and mentoring, by improving the prospects for women-owned businesses and their employees, and by increasing women's economic participation and independence, as well as successful business development.

II. OBJECTIVE OF THE ASSIGNMENT

The participants of the Ouissal program are matched in cross-cultural mentoring tandems. The tandems first meet at the kick-off meeting in 5 target countries. As part of the kick-off meeting, a workshop is held that introduces the participants to the topics of mentoring, business development, female empowerment, network expansion and intercultural communication.

The workshops will take place in Morocco, Algeria, Tunisia, Egypt and Jordan on the following dates:

30.10.23 – 03.11.23

27.11.23 – 01.12.23

08.01.24 – 12.01.24

22.01.24 – 26.01.24

05.02.24 – 09.02.24

The workshop program comprises 3 full days.

III. TASKS TO BE PERFORMED/DELIVERABLES

The assignment includes the following activities:

- development of a workshop program in cooperation with EMA
- leading of one, several or all of the workshops
- preparation of a report of the workshop(s) including schedule, content, participants, photo documentation, presentations if applicable

Tender / Call for Offers
Kick-Off Meeting workshops Ouissal



EMA
Euro-Mediterran-Arabischer Länderverein
المنظمة العربية الأورومتوسطية للتعاون الإقتصادي
Euro-Mediterranean-Arab Association

Language of the workshops in Morocco, Algeria and Tunisia is French, language of the workshops in Egypt and Jordan is English.

IV. REQUIREMENTS

The offeror should fulfil the following requirements

- legal registration as service provider
- sufficient language skills (French and/or English)
- at least 3 references for similar services successfully provided

V. APPLICATION PROCESS

Interested candidates must send the following application documents by e-mail to e.flory@ema-germany.org, until the 20th of October, 2023:

- Technical offer including:
 - Proposal for methodology of program development and workshop leading
 - Proof of legal establishment
 - CV
 - 3 references
- Financial offer including:
 - fee per billable day
 - proposed number of billable days (including preparations and follow-up)
 - material and travel costs

Candidates accepted will be announced on the 25th of October, 2023.