

## REQUEST FOR PROPOSALS

**Issue Date:** October 06, 2026

**Proposal Due Date:** October 27, 2026

**Deadline for Receipt of Questions:** October 13, 2026

**Anticipated Award Date:** November 15, 2026

**RFP Number:** FY27- EGEA-Provision of Training Services–001

Please submit proposals in PDF format to [procurement.asas@irex.org](mailto:procurement.asas@irex.org)

To Whom It May Concern:

IREX (International Research & Exchanges Board) is seeking proposals from qualified respondents to manage and deliver Arabic and Mathematics professional development services for assigned teacher cohorts targeting approximately 4000- 4200 Early Grades teachers throughout Jordan in the three regions.

IREX reserves the right to withdrawal this request for proposals at any time up to the award of the contract.

### About ASAS

IREX – Early Grade Education Activity “ASAS” (مشروع التعليم المبكر) which is funded by USG is intended to advance national efforts to strengthen the caliber of pre- and in-service teacher education and improve Kindergarten through grade three (KG-G3) foundational and socio-emotional learning (SEL) skills across the Kingdom of Jordan. Asas will support the development of a locally led, high-caliber early grade system, linking pre-service teacher education (PSTE) and teacher in-service professional development, with the capacity to sustainably equip over 23,500 resilient early grade teachers and educator leaders across the Kingdom of Jordan to inclusively deliver enhanced curricula, teaching, and learning materials (TLMs), and assessments to increase socio-emotional learning (SEL) outcomes to over one million students over five years, including those most marginalized, and use research and data to learn and adapt policies and processes to maximize returns on investment (ROI).

### Background

The Arabic and Mathematics professional development program combines face-to-face training, learning activities, classroom observations, and communities of practice. It will reach all the 42 field directorates across different cohorts.

The modules of the program (4 main training modules with 2 more modules for portfolio, assessment finalization and documentation) will be delivered to Grade 1-3 teachers at the

Teacher and First Teacher ranks, in phased sessions spread across the school year accredited for 50 hours. Throughout the program, trainers will provide face to face training and backstopping and follow-up support so that teachers put the new strategies into practice in their classrooms as part of their own capacity-building journey. The program aims to strengthen teacher competencies and produce measurable changes in classroom practice.

Implementation and evaluation will follow the Guskey model, complemented by Rapid Cycle Evaluation (RCE). Because a cascade training approach carries risks, such as diluted content quality and uneven delivery, the selected vendor should have a robust quality assurance (QA) system. This includes structured supervisory visits, standardized observation tools, and periodic validation workshops to safeguard fidelity of implementation across all field directorates. Trainers, in collaboration with supervisors, will observe teachers in each directorate to keep both content delivery and classroom application consistent and of high quality.

Together, the Guskey and RCE approaches, reinforced by systematic QA, will measure the impact of professional development at multiple levels: teacher engagement, knowledge gained, application in the classroom, institutional support, and gains in student performance. This ensures the program is high-quality, consistent, and translates into lasting improvements in education.

### **Brief about service**

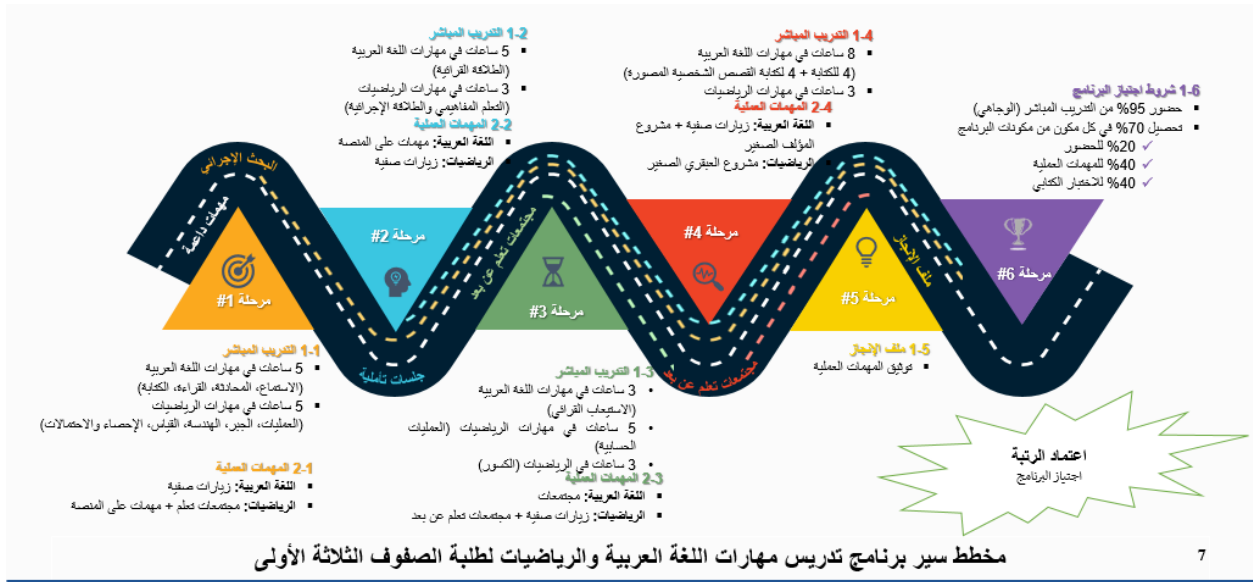
IREX seeks to contract a qualified company /service provider to manage and deliver Arabic and Mathematics professional development services for assigned teacher cohorts targeting approximately 4000- 4200 Early Grades teachers throughout Jordan in the three regions. The company will be responsible for mobilizing qualified trainers, supervising their performance, coordinating field implementation, and ensuring the timely completion and submission of all required records, assignments, and evaluation documentation in accordance with IREX and ASAS standards.

The proposal shall take the following details into consideration:

- Cover the 3 regions (Middle, south, North of Jordan)
- Cohort one is targeting 23 field directorates in the three regions, Expected Number of teachers: 1600-1800, the number of training days teacher: 8 days (face to face training) (Note: module one is conducted already).
- Cohort two is targeting 19 field directorates in the three regions, Expected Number of teachers: 2500, the number of training days teacher: 10 days (face to face training).

**Note: To ensure quality and meaningful engagement, each training session will accommodate no more than 30 participants.**

## The program structure:



## Proposal Requirements

Organizations interested in providing this service must submit a proposal which demonstrates their capacity to provide the following services:

*The selected vendor will work closely with the ASAS team and will be accountable for the quality, continuity, and coordination of all services under this assignment. The company shall provide the management, personnel, transportation arrangements, supplies handling, and administrative oversight necessary to complete assigned activities.*

### 1- Company Management and Staffing Responsibilities

- Recruit, contract, mobilize, and retain the required number of qualified Arabic and Mathematics trainers throughout the performance period, The company shall deploy a minimum of 25 trainers.
- Designate one authorized focal point in each region (North, South, Middle) to coordinate with the ASAS team, receive assignments, consolidate submissions, and address operational or performance issues.
- Provide IREX with the proposed trainer roster and supporting qualifications for review before deployment and obtain approval for any substitutions.
- Ensure that all deployed trainers attend required Training of Trainers (ToT) sessions before field implementation and prepare all needed logistics for this ToT. (IREX will be leading the ToT)

- Supervise trainer attendance, conduct, quality of delivery, completion of assigned tasks, and adherence to the approved schedule and materials.
- Maintain contingency arrangements to replace unavailable trainers without disrupting the approved implementation schedule.
- Ensure that trainers comply with applicable confidentiality, safeguarding, professional conduct, and data-protection requirements communicated by IREX.

**For the purposes of Staffing trainers, the Minimum Qualifications for Proposed Trainers are:**

- Proficiency in Arabic is mandatory; proficiency in English is an advantage.
- Bachelor's degree in Arabic Language, Mathematics, Education, Curriculum and Instruction, early grades education or another relevant field aligned with the assigned training specialization.
- At least three years of relevant teaching, teacher-training, or professional development experience.
- Proven experience facilitating Arabic or Mathematics training, preferably for teachers or education professionals.
- Familiarity with adult-learning principles and participatory training methods.
- Experience reviewing participant assignments or homework and providing clear, constructive feedback.
- Ability to complete training documentation and evaluation tools accurately and confidentially.
- Strong facilitation, communication, organization, attention to detail, and time-management skills.
- Availability to deliver the full schedule assigned and meet all related submission deadlines.

**2- Training Delivery Responsibilities**

- Follow up and coordinate with Ministry of Education and Human Resources Development (MoEHRD) regarding coordinating training sessions, classroom observations, community of practice, learning activities, assessments, issuing official letters in coordination with ASAS.
- Deliver the assigned Arabic or Mathematics training sessions for Early Grades teachers using the approved materials, schedule, and delivery approach.
- Facilitate all planned learning activities and promote active participant engagement throughout each assigned training period, including Communities of Practice and classroom observations (in collaboration with MoEHRD supervisors) where scheduled.

- Coordinate with schools and participating teachers to support smooth field implementation.
- Manage training logistics under the company's responsibility, including the procurement of stationery and training materials, handling and delivery of materials and supplies to training venues.
- Arrange reliable transportation for trainers to all assigned training sites and field locations.
- Promptly report implementation risks, trainer absences, schedule conflicts, or field issues to the ASAS team and implement agreed corrective actions.

### **3- Documentation, Assignments, and Evaluation**

- Complete and submit the required documentation for each assigned training session through the process specified by the ASAS team (templates documentation include but not limited to: Participants' attendance sheets (electronic and paper with signatures), reimbursement data, satisfactory survey, and any needed data to be collected.) to be delivered after 5 days of executing the training sessions.
- Maintain accurate, complete, and consistent records aligned with the approved training schedule and trainer allocation.
- Review and correct participating teachers' assignments and homework and provide clear, constructive feedback.
- Record assignment completion and results using the required formats.
- Complete and submit all required evaluation forms and tools for each assigned training period.
- Conduct an internal quality check before consolidating and submitting training records, corrected assignment and homework records, and completed evaluations to IREX.
- Data protection and ownership. All data belongs to IREX, must be stored securely, must not be used for other purposes, and must be handed over and deleted at contract end.
- Quality check standard. "Internal quality check" should come with a standard, "100% of sessions have complete attendance records."

### **4- Roles and Responsibilities Matrix**

The final implementation arrangements shall be confirmed during the inception phase. At minimum, the proposal shall reflect the following allocation of responsibilities:

| Activity                                     | Service Provider                             | ASAS/IREX                                      | MoEHRD                                                     |
|----------------------------------------------|----------------------------------------------|------------------------------------------------|------------------------------------------------------------|
| Trainer recruitment and contracting          | Lead                                         | Review and approve roster                      | No direct contracting role                                 |
| Technical content and approved materials     | Use approved materials                       | Provide/approve and provide technical guidance | Provide technical oversight and feedback                   |
| Training of Trainers                         | Arrange logistics; ensure full participation | Lead technical delivery and authorization      | Participate as agreed                                      |
| Training schedule and deployment             | Prepare and implement detailed plan          | Approve and monitor                            | Facilitate official coordination and venues, as applicable |
| Official letters and institutional approvals | Provide required scheduling information      | Coordinate                                     | Issue through official channels                            |
| Quality assurance                            | Implement internal QA and corrective action  | Conduct oversight and verification             | Participate in selected monitoring                         |
| Records, data, and reports                   | Collect, quality-check, and submit           | Review and accept                              | Support access to required administrative information      |

## 5- Required Implementation and Deployment Plan

- Bidders shall submit a detailed implementation schedule covering cohorts, modules, regions, field directorates, projected training groups, proposed trainers, concurrent delivery assumptions, follow-up activities, contingency capacity, and completion dates.
- The minimum of 25 trainers does not relieve the service provider of responsibility for mobilizing additional qualified trainers where needed to complete the approved schedule without compromising quality.
- The trainer roster shall identify each trainer's subject specialization, region, availability, proposed cohort/module assignment, and designated backup trainer.
- Arabic and Mathematics trainers shall demonstrate subject-specific expertise aligned with the specialization they will deliver. Completion of the ToT alone does not constitute authorization for deployment; IREX may apply an agreed readiness standard before trainers deliver independently.

## 6- Quality Assurance and Performance Standards

- The service provider shall submit a quality assurance plan covering trainer observation, fidelity to approved content, participant engagement, documentation accuracy, corrective coaching, escalation of recurring concerns, and replacement of underperforming or unavailable trainers.
- At minimum, 100% of delivered sessions shall have complete attendance records and required supporting documentation. Records shall be accurate, internally consistent, and submitted within five working days following completion of the relevant activity, unless otherwise agreed in writing.
- Any quality or documentation gap identified by IREX shall be corrected within the timeframe communicated in the review feedback. Repeated or material non-compliance may trigger a corrective action plan or personnel replacement.
- The company shall maintain a current risk register and notify ASAS promptly of trainer absences, schedule conflicts, access constraints, safeguarding concerns, data incidents, or other issues that may affect delivery.
- **Monitoring of quality and training fidelity.** Quality and fidelity of training will be monitored through complementary, layered oversight rather than by a single party. The service provider carries out continuous first-line monitoring, including trainer observation, standardized checklists, and an internal quality check before each submission. ASAS/IREX acts as the lead quality assurance authority, conducting oversight and verification of records and delivery, reviewing and approving the trainer roster and materials, leading technical delivery and authorization for the Training of Trainers, and serving as the escalation point for risks or field issues. ASAS/IREX will conduct field visits and observation checks for training sessions, and other learning activities in all regions, providing feedback and support where needed.

MoEHRD's monitoring role will be related to classroom-level fidelity: MoEHRD supervisors participate in scheduled Communities of Practice and classroom observations and take part in selected monitoring activities and training sessions, while overall responsibility for verifying that content, delivery, and documentation meet approved quality standards remains with ASAS/IREX.

## Deliverables & Timeline

- Deliverables**

1. **Trainer Roster & Qualifications** – submitted to IREX for review/approval before deployment (min. 25 trainers)
2. **Regional Focal Points** – one designated per region (North, South, Middle)
3. **ToT Attendance & Logistics** – all trainers attend Training of Trainers; logistics arranged by the company
4. **Delivered Training Sessions** – Arabic/Mathematics training for Early Grades teachers per approved schedule, materials, and methodology
5. **Communities of Practice & Classroom Observations** – conducted as scheduled, in coordination with MoEHRD supervisors
6. **Training Logistics & Materials** – procurement, handling, and delivery of materials/supplies to venues; trainer transportation arranged
7. **Issue & Risk Reporting** – timely reporting of implementation risks, absences, or conflicts, with corrective actions
8. **Session and learning activities Documentation** – complete records submitted per ASAS-specified process for each session and activity.
9. **Corrected Assignments & Homework** – reviewed, corrected, and returned with feedback.
10. **Evaluation Forms & Tools** – completed and submitted for each training period.
11. **Quality-Checked Final Submission Package** – consolidated records and data, corrected assignments, and evaluations submitted to IREX.

- Timeline**

The period of the service: 15 Nov 2026 - 31 Jul 2027

- Schedule of deliverables, timeline and payments**

| # | Expected Deliverables                                                                                                                                                                                                                                                                                                 | Timeline                               | Percentage of Payment |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------|
| 1 | <b>Trainer Roster &amp; Qualifications and Regional Focal Points Matrix:</b> shows all names, qualifications, distributions in the field, contact details, responsibilities of each.                                                                                                                                  | After 2 weeks of signing the agreement | 10%                   |
|   | <b>ToT completion report:</b> with charts and tables showing the attendance rate, evaluation of trainers.                                                                                                                                                                                                             |                                        |                       |
| 2 | <b>Documentation completeness check that includes:</b><br>- A progress report with narrative, tables, and charts related to: Delivered Training Sessions, Corrected Assignments & Homework, Communities of Practice & Classroom Observations (with all related data documented and delivered in an organized manner). | By January 31, 2027                    | 40%                   |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |     |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----|
|          | <ul style="list-style-type: none"> <li>- Participants' attendance sheets (electronic and paper with signatures).</li> <li>- All related data available (satisfactory survey, reimbursement data, or any needed data to be collected.)</li> <li>- Lessons learned and recommendations for the next training cycle, success stories and photos.</li> </ul> <p><b>Implemented activities: (cohort 1: modules 2+3), cohort 2: modules 1+2 and all related classroom visits, CoP, and learning activities)</b></p>                                                                                                                                                                                                                                                                          |                   |     |
| <b>3</b> | <p><b>Documentation completeness check that includes:</b></p> <ul style="list-style-type: none"> <li>- A progress report with narrative, tables, and charts related to: Delivered Training Sessions, Corrected Assignments &amp; Homework, Learning activities. (with all related data documented and delivered in an organized manner).</li> <li>- Participants' attendance sheets (electronic and paper with signatures).</li> <li>- All related data available (satisfactory survey, reimbursement data, or any needed data to be collected.)</li> <li>- Lessons learned and reflections, success stories and photos.</li> </ul> <p><b>Implemented activities: (cohort 1: modules 4), cohort 2: modules 3+4 and all related classroom visits, CoP, and learning activities)</b></p> | By April 30, 2027 | 30% |
| <b>4</b> | Quality-Checked Final Submission Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | By July 31, 2027  | 20% |

• **Deliverable Acceptance and Payment Conditions**

Payments shall be linked to IREX's written acceptance of complete and satisfactory deliverable packages. Completion of activities alone does not constitute acceptance.

| Acceptance Area          | Minimum Evidence                                                                                                        |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Completeness             | All required components, annexes, datasets, attendance records, and supporting documents are included.                  |
| Accuracy and consistency | Reported figures reconcile across schedules, attendance records, trainer allocations, assignments, and evaluation data. |
| Timeliness               | The deliverable is submitted by the agreed deadline, and requested                                                      |

|               |                                                                                                                             |
|---------------|-----------------------------------------------------------------------------------------------------------------------------|
|               | corrections are completed within the specified review period.                                                               |
| Quality       | Narrative and data demonstrate delivery against the approved methodology, schedule, materials, and quality standards.       |
| Data handover | Files are organized, securely transferred in the agreed formats, and accompanied by a clear index and final data inventory. |

### **Reporting Lines / Technical Point of Contact (Lead)**

The company will report to the In-Service Training Manager through its designated focal point. All trainer communications, consolidated records, deliverables, and corrective-action follow-up will be coordinated through the company. IREX reserves the right to request the replacement of personnel whose qualifications, conduct, availability, or performance do not meet the agreed requirements.

### **Modality of Delivery**

The modality of delivering the service will be through face-to-face training events, classrooms observations, community of practice, follow up and assessment of participants tasks, documentation of participants records.

### **Vendor Qualifications**

- Be a legally registered company or institution authorized to provide training, education, or related professional services in Jordan.
- Demonstrate at least five years of relevant corporate experience in teacher training, professional development, education programming, or comparable large-scale training services.
- Provide evidence of successfully managing multiple trainers and delivering assignments across several sites or cohorts.
- Demonstrate sound administrative, financial, logistical, quality-assurance, and records-management systems.
- Have the operational capacity to conduct all required training according to the deployment schedule and meet all submission deadlines.
- Demonstrate experience coordinating with schools, education stakeholders, government institutions, or development partners. Experience with Ministry of Education programs is an advantage.

### **AUTHORIZED GEOGRAPHIC CODE**

The authorized geographic code for procurement of goods and services under this RFP is 937 defined as the United States, the Cooperating Country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

For more information, please check [22 CFR 228.03](#) Identification of the authorized principal geographic procurement codes

### **Proposal Content**

- Company registration documents.
- Company's profile, resumes of key personnel, references (a list of at least three similar projects, with contact information for the clients).
- Evidence of financial capacity (audited financial statements for the last two years), given the pre-financing.
- Technical proposal and timeline (a detailed description of the method used to perform the tasks outlined)
- Financial proposal (clear and detailed cost breakdown). The proposal should be comprehensive, clearly itemized, and aligned with the Scope of Work outlined in this RFP. The proposal must be inclusive of all expenses related to the scope of work. Please note, IREX is a VAT exempt organization in Jordan.

### **Proposal Submission Requirements and General instructions:**

Bidders wishing to respond to this RFP must submit proposals, in English, by the following instructions. Bidders are required to review all instructions and specifications contained in this RFP.

- Issuance of this RFP in no way obligates IREX to award a contract or purchase order. Bidders will not be reimbursed for any costs associated with the preparation or submission of their proposal. IREX shall in no case be responsible or liable for these costs.
- Proposals are due on **October 27, 2026**, please e-mail a proposal to [procurement.asas@irex.org](mailto:procurement.asas@irex.org) with the RFP number referenced in the email subject line, as follows: **FY 27-EGEA-Provision of Training Services-001**
- All proposals submitted must be valid for a period of not less than ninety (90) calendar days from the closing date indicated above.
- Questions: Each bidder is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to the Issuing Office as specified above. No questions will be answered by phone. Any verbal information received from an IREX or EGEA employee or other entity shall not be considered. An official response to any question regarding this RFP. Copies of questions and responses will be distributed in writing via [procurement.asas@irex.org](mailto:procurement.asas@irex.org) to all prospective bidders within one week from the questions deadline indicated above.
- Official Documents: Please provide the official registration certificate and vocational license for the company.

- Proposals (Technical and Financial) are to be signed, stamped, dated and submitted in PDF format.

If you decide to submit a proposal, it must be received no later than 5:00 p.m. Jordan Local Time on the closing date indicated above. Late submissions will only be considered if in the best interests of the project, and then at IREX's sole discretion.

### **Proposal Evaluation**

The criteria are listed in descending order, starting with the most important factors to be evaluated.

- Qualification of trainers and key personnel. (20%)
- Technical implementation methodology. (15%)
- Reporting and documentation tools/templates (including Participant registration, attendance, and tracking system. (15%)
- Price Competitiveness. (15%)
- Previous experience successfully delivering large-scale teachers or professional development programs. (10%)
- Proposed staffing structure, including trainer-to-participant ratio. (10%)
- Quality assurance and monitoring plan. (10%)
- Risk management plan. (5%)

IREX may at its discretion ask for additional information or perform site visits. IREX may accept multiple bidders and partial bids for the services requested.

### **Renewal**

IREX reserves the right, based on availability of funding and vendor performance, to enter into subsequent contractual agreements with the winning vendor for a period of up to two years without issuing a new RFP.