Adapted invitation to tender for Office Manager services based in Amman

Invitation to tender launched in an adapted procedure in accordance with Article L.2123-1 French Public Procurement Code.

ADMINISTRATIVE AND TECHNICAL SPECIFICATIONS

Document no. 3

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1 Main French Public Procurement Code articles mentioned in this invitation to tender are detailed in Annex 1 of the bidding regulation.
ARTICLE 1 - About CFI and the QARIB program:

A subsidiary of the France Médias Monde group, CFI, the French media cooperation agency, supported by the French Ministry of Europe and Foreign Affairs, is in charge of the coordination and implementation of public aid policy to promote and enhance media in developing countries. CFI is currently involved in around thirty projects that fall within three major programs: media and governance, media and development, and media and enterprise.

The QARIB programme is a regional initiative focused on Lebanon, Jordan, Palestine and Iraq. Funded by AFD (Agence Française de Développement - French Development Agency) and implemented by CFI, this programme will run from 2020 to 2025.

The QARIB programme aims to help the media and citizens reconnect with each other, and is structured around five key components:

- promoting the production of journalistic content that is close to citizens’ concerns (environment, health, education, justice, gender equality, economy, etc.);
- increasing citizens’ trust in the media (combating fake news, media education);
- making the media more economically independent;
- developing synergies and networks between the media and journalists in the region;
- stimulating public debate on the role, methods and place of the media in society.

The programme will be rolled out by a CFI project team based in Jordan, who will be supported by partners and service providers in the region and liaise with AFD agencies in the area, including the Regional Directorate based in Lebanon.

ARTICLE 2 – INTRODUCTION TO THE TENDER

2.1 Object

The Service provider will execute the Service in accordance of the instruction and guidance of the Project Directors of Qarib project based in Amman and in Paris HQ.

Service: Office Manager / self-employed individual.
Country of duty: Jordan
Location: Amman
Program duration: 5 years
Contract duration: An average of 18 days per months, depending on activities – between June 2021 and December 2024.

2.2 Overall object of the tender

The object of this contract is to engage a service provider to support the project team in the implementation and development of activities and the implementation of project-related activities with partners. The service provider will also be in charge of the logistics of the CFI office in Amman. The description is provided in Article 3.
ARTICLE 3 – TASKS AND RESPONSIBILITIES

The Service Provider is responsible for the following tasks:

- Identify office supply needs, plan and manage full order circle;
- Identify, coordinate and negotiate with suppliers;
- Monitor stock levels, quality of goods, costs and delivery times;
- Logistics support for events and conferences organized by CFI, including hotel reservations, venues for meetings/workshops and transport;
- Support CFI guests and experts and consultants in logistical matters such as transport, accommodation and any other relevant matters to ensure successful completion of their missions;
- Preparing and keep record of bills and expenses of the office needs;
- Comply with CFI rules, local laws, safety and health regulations.

ARTICLE 4 – REQUIREMENTS

4.1 - Language skills:

Full professional proficiency of Arabic and English. French is an asset.

4.2 - Experience & Skills

- Proven experience in logistics and office management;
- Excellent communication skills in Arabic and English;
- Computer and office programs skills;
- Proven problem-solving capabilities and ability to handle multi tasks;
- Excellent communication and interpersonal skills;
- A relevant diploma in the field is highly recommended.

ARTICLE 5 – OUTPUTS AND DELIVERABLES

Quarterly service execution report

ARTICLE 6 – DURATION OF SERVICE

30 months, between June 2021 and December 2024
ARTICLE 7 - OWNERSHIP AND CONFIDENTIALITY

7.1 - Ownership of the results

CFI shall have complete control of the study results from the point at which full payment is made for each phase of the service. CFI may use them as it sees fit within the context of its mandate and its activities. The candidate shall not report the study results or use them in any way without obtaining the advance written permission of CFI.

7.2 - Confidentiality

CFI is the owner of all technical, administrative, financial and legal documents that it supplies during the bidding process, with the exception of information that was distributed to the public before these documents were supplied and/or that has officially fallen into the public domain.

Any reproduction, exploitation, use or representation in any form or using any medium is strictly prohibited (French Intellectual Property Code). Nevertheless, in order to comply with requirements in terms of the number of copies of documents to be supplied, the candidate may reproduce these documents as many times as necessary, on the explicit condition that these are strictly for internal use.

Information that is liable to be brought to the attention of candidates during the process of this invitation to tender shall be provided solely in order to enable them to submit a tender.

The Service providers agree not to disclose this information by any means, nor to use it to their advantage.

The Service provider therefore undertakes, with regard to all information communicated by CFI, with the exception of information that was distributed to the public before this communication and/or that has officially fallen into the public domain:

- Not to communicate, disclose or reveal to third parties any information communicated by CFI, whatever the content of this information;

- Not to use, either directly or indirectly, any information communicated by CFI, whatever the content of this information;

  - Not to communicate, disclose, reveal, use, exploit or market, either directly or indirectly, the documents, methods, tools, know-how, manufacturing secrets or processes communicated by CFI;

  - To return all documents that have been supplied to it by CFI upon conclusion of this bidding process;

  - To ensure that its staff comply with this confidentiality clause;
- To ensure that its advisers comply with this confidentiality clause if they have access to the information and/or documents supplied.

In the same way, CFI may use documents supplied by the candidates only within the context of its mandate and its activities.

This confidentiality obligation shall apply indefinitely.

**7.3 - Guarantees**

The Service provider declares that it has the rights to operate the services that are the object of this contract, with no restrictions or reservations.

The Service provider shall guarantee CFI against any appeal or action that any person or company that has been involved directly or indirectly in the provision of the services could take on any grounds in connection with CFI’s exercising of its rights.

The Service provider shall guarantee CFI against any appeal or action that may be taken by natural persons or legal entities that have not been involved in production or implementation but that believe they have rights of any kind that they can assert over all or part of the services or their operation by CFI.

The Service provider undertakes to provide the services to be provided and in the event that he is designated as the contractor, the service provider undertakes to provide an insurance certificate covering the services ordered.

**7.4 - Insurance**

The Service provider guarantees CFI that she/he has contracted an insurance policy covering all of medical and repatriation expenses in case of travel, valid in all of the countries where the services will be provided and throughout the entire duration of the contract.

The Service provider guarantees CFI that she/he has contracted civil and professional liability insurance valid in all of the countries where the services will be provided and throughout the entire duration of the contract.

It will provide the certificates to CFI upon CFI’s request at any time.

**ARTICLE 8 – TERMINATION, COLLATERAL AND TRANSFER OF THE CONTRACT**

**8.1 - Receivership or compulsory liquidation**

In the event that the Service provider goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the
provisions of article L.621-28 of the French commercial code, has the sole power to demand that the current contract be continued.

If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the service provider to any compensation.

If it is established that there is a risk that the service provider’s business may be liquidated, the Service provider shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

8.2 - Termination owing to non-performance

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the Service provider's expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight days and this has proved unsuccessful. Any increase in expenses in relation to market prices resulting from performance of the services at the Service provider's expense and risk shall be borne by the Service provider.

8.3 - Collateral and transfer of contract

No transfer of the Contract is authorized

ARTICLE 9– LEGAL DISPUTES

Except in the event of interim proceedings, the parties undertake to seek an amicable solution in the event of any legal dispute or disagreement between them before considering referring the case to a court of any kind.

To this end, any disagreement between the service provider and CFI must be the subject of a complaint report drawn up by the parties, which must be communicated within thirty days from the date on which the disagreement arose.

The parties shall then have 2 months in which to respond to this complaint.

If the disagreement persists after this amicable procedure, the parties may commence litigation. The contract concluded between CFI and the Service provider shall be subject to the provisions of French public law.
The language of this contract is English.

Any translation is provided for information purposes only and has no contractual value. In the event of any conflict between the two versions, only the English version of the contract documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to the Tribunal Judiciaire de Nanterre.

Details concerning the time limits for lodging appeals:

- Pre-contractual referral before the conclusion of the contract (Article 2 et seq. Of Ordinance No. 2009-515 of May 7, 2009 on appeal procedures applicable to public procurement contracts);
- Contractual referral after the conclusion of the contract (article 11 et seq. Of Ordinance No. 2009-515 of May 7, 2009 relating to the appeal procedures applicable to public procurement contracts).

Instance responsible for appeal procedures:
Official name: Tribunal judicaire de Nanterre
Postal address: 179-191 Avenue Joliot Curie
Locality / City: Nanterre
Postal code: 92020
Country: France
Phone: 0140971010
Fax: 0147243161
Internet address: http://www.justice.gouv.fr/

Service from which information can be obtained concerning the lodging of appeals:
Official name: Greffe Tribunal judicaire de Nanterre
Postal address: 179-191 Avenue Joliot Curie
Locality / City: Nanterre
Postal code: 92020
Country: France
Phone: 0140971010
Fax: 0147243161
Internet address: http://www.justice.gouv.fr/