



Ministry of Digital Economy
and Entrepreneurship

Digiskills

Digital Skills Association

Dual-Track Digital Skills Training for Employment Grant

Upskilling and reskilling youth in Jordan on digital skills and supporting their
employment in relevant functions
Request for Application (RFA 2+)



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1. ABOUT THE YOUTH, TECHNOLOGY, AND JOBS PROJECT (YTJ)

The Ministry of Digital Economy & Entrepreneurship (MoDEE), Jordan, is the implementing agency of the Youth, Technology, and Jobs (YTJ) project, which aims to improve digitally-enabled income opportunities and expand digitized government services in Jordan. The YTJ project will build an impetus for private sector-led growth of the digital economy and make interventions to address the economy's supply and demand sides. The project duration is five years.

YTJ aims to motivate private sector-led growth of the digital sector by (i) deepening the pool of quality digital skills and (ii) leveraging the government's ambitious agenda of digitizing government services to create a demand for digital services and jobs. YTJ's structure involves the two main components that aim to address opportunities and constraints in both the supply and demand sides of digitally skilled labor in Jordan.

The first component focuses on strengthening and increasing the supply of digitally skilled youth in Jordan by:

- Enhancing digital skills competencies of public school students
- Establishing a digital skills training ecosystem by involving the private sector
- Providing working spaces in underserved communities through Tech Hubs

The second component of YTJ involves boosting the growth of the digital economy and digital government services in Jordan that will enable job and income opportunities by:

- Expanding access to markets for digital firms
- Supporting the digital transformation of service delivery to citizens and businesses
- Digitizing government payments

2. ABOUT THE DIGITAL SKILLS ASSOCIATION (Digiskills)

The Digital Skills Association (Digiskills) was established in 2021 under Associations Law No. (51) Of the year 2008 and connected to MoDEE as the technical relevant Ministry. Digiskills is a novel product of years of work on making workable partnerships between the public and private sectors to enhance technical and vocational labor skills.

The mission of Digiskills is to provide strong employer leadership that can deliver sustained improvements in people's competencies as a cornerstone to increasing productivity and competitiveness of the Jordanian economy. Digiskills provides bridges between employers and learning institutions to reduce the gap between demand and supply in the labor market. In this regard, Digiskills is contracting organizations referred to as Applicants¹ through this Request for Applications (RFA) to achieve these objectives.

Through the Youth, Technology, and Jobs (YTJ) project, MoDEE is supporting Digiskills to achieve its mandate by issuing the Digital Skills Training Grants that will enable it to achieve its upskilling and reskilling objectives.

¹ Applicant may include (in addition to training service providers companies) digital firms, NGOs, CSOs, and academic institutions. Digital firms refer to technology or technology-enabled companies and digital marketplace platforms that work on the development of information technology products or services, and/or the provision of IT or IT-enabled business processes for third parties – also known as IT outsourcing and business process outsourcing (ITO/BPO).

3. The DIGITAL SKILLS TRAINING GRANTS

3.1. Objective

The Digital Skills Training Grants [RFA 2+] aim to improve employment prospects and income-generating opportunities for Jordanian youth by supporting high-quality, demand-driven digital skills training programs that are directly connected to the labor market.

Recognizing the diverse educational backgrounds and career needs of Jordan's youth, this RFA introduces a dual-track approach that targets two distinct groups of beneficiaries:

- IT graduates and ICT-oriented youth who require specialized digital skills to enter or advance within the ICT sector.
- Non-IT graduates who require re-skilling to transition into digital roles across various sectors.

By enabling Applicants to apply for one or both tracks, [RFA 2+] fosters inclusivity and adaptability in training design while promoting the development of a sustainable, market-responsive skilling ecosystem.

Grants of up to USD 500,000 will be awarded to eligible Applicants to support the complete training cycle - from enrollment and training delivery to career mentorship, placement support, and post-training employment outcomes.

3.2. Scope of Work

Through this Request for Application, Digiskills invites eligible and qualified Applicants to design and implement digital skills training programs that directly address labor market needs and promote sustainable employment opportunities for Jordanian youth. The program is structured to serve two distinct beneficiary groups through two specialized training tracks.

Applicants are expected to design training programs that align with the following scope of work:

Track 1: IT Training Track (for ICT backgrounds)

This track targets youth with academic backgrounds in ICT and aims to enhance their employability through advanced digital and technical training. Programs should be informed by labor market demand and aligned with national digital transformation efforts.

Applicants under this track are expected to:

- Design and deliver technical training in advanced digital domains such as cybersecurity, AI/ML, data analytics, software development, AR/VR, Blockchain, and others aligned with local and international market needs.
- Equip trainees with practical, hands-on experience and industry-recognized certification.
- Integrate soft skills, employability training, and English language development into the curriculum.
- Include an 8-hour entrepreneurship awareness module.
- Facilitate post-training employment opportunities through strong linkages with employers and employment support mechanisms.

Track 2: Career Shifting Track (for non-IT and career transitioning youth)

This track focuses on equipping individuals from non-IT academic backgrounds, underemployed youth, and women re-entering the workforce with job-ready digital skills to transition into new career paths.

Applicants under this track are expected to:

- Provide intensive, in high-demand, cross-sector digital roles such as digital marketing, virtual assistance, e-commerce, project management, CRM systems, UX/UI, content creation, and others.
- Include hands-on learning, real-world simulations, and career mentorship.
- Integrate soft skills training (communication, problem-solving, personal branding, etc.) and an entrepreneurship awareness session.
- Offer flexible, accessible training environments, with special considerations for women and underserved communities (e.g., transportation, internet access, childcare support).
- Facilitate post-training employment opportunities through strong linkages with employers and employment support mechanisms.

General Scope Applicable to Both Tracks

Across both tracks, all Applicants are expected to:

- Ensure programs are demand-driven and based on market research or industry collaboration.
- Clearly define selection criteria, pre-assessment, training delivery plans, graduation requirements, and post-assessment methods.
- Provide monthly reporting and ongoing data entry into the Digiskills CRM, including documentation of trainee eligibility, attendance, graduation, and employment outcomes.
- Track graduates' employment status and submit supporting evidence as part of M&E.

Key Performance Indicators

The effectiveness of each training program will be assessed based on the following key performance indicators:

- **Targeted Beneficiaries:** Unemployed Jordanian Diploma or University Graduates, age (20 – 35 years old).
- **Number of Beneficiaries:**
 - For the IT Track 1: The track must serve a minimum of 50 trainees (depending on the size of the Applicant organization and capacity).
 - For the Career Shifting (Non-IT) Track 2: The track must serve a minimum of 50 trainees (depending on the size of the Applicant organization and capacity).
- **Training Duration:** From 4 to 6 months per program.
- **Attendance Rate:** Trainee attendance must remain above 80% throughout the program duration.
- **Graduation Rate:** At least 95% of enrolled trainees must successfully complete the training, including any post-assessments or graduation requirements.
- **Employment Rate:** A minimum of 60% of trainees enrolled in the program must secure full-time employment or sustainable income generation (Annex A).
- **Inclusivity:** A minimum of 40% of participants in each training program must be women. Applicants that include persons with disabilities among their beneficiaries will receive additional evaluation points during the selection process.
- **Employer Satisfaction:** Applicants are required to gather and report feedback from employers regarding the technical competencies, professional conduct, and job readiness of hired graduates.

Applicants will be required to report on these indicators throughout the training cycle and post-employment phase, using tools and templates provided by Digiskills. All supporting documentation must be submitted on time and will be subject to review and verification.

3.3. Eligible and Ineligible Costs

Eligible Costs:

The grant is intended to support the following costs/activities, as justified in the applicants' proposals:

- **Training Delivery Costs:** Trainers' fees, including travel, accommodation, and any related costs.
- **Beneficiaries Recruitment and Selection Costs:** Expenses related to promoting, recruiting, and selecting program beneficiaries.
- **Training Venue and Logistics:** Costs associated with venue rentals, rental of assets used for training (e.g., leased laptops), refreshments for participants, and training materials or stationery.
- **Stipends Costs:** To ensure equitable access and support beneficiaries' full participation in the Digital Enablement and Employment Program, a monthly stipend of JOD 60 per beneficiary is to be provided. This stipend is designed to cover essential costs, including transportation, internet, and meal allowances, helping beneficiaries engage in the program without financial barriers. Additionally, female beneficiaries who require childcare support receive an extra JOD 50 per month to help cover childcare expenses.
- **Digital Tools and Subscriptions:** Costs for software subscriptions, digital tools, training content, and teleconferencing platforms.
- **Certification and Assessment Fees:** Expenses for exams, assessments, and certification to validate the skills acquired by trainees.
- **Outsourcing Specific Services:** Costs associated with outsourcing specific training or program management tasks as long as they are directly linked to the program's success.

Ineligible Costs:

The grant will not cover the following costs:

- **Sub-contracting the Entire Program:** Delegating more than 70% of the entire program execution to a third party is not permitted.
- **Purchase of Capital Assets:** The Acquisition of laptops, buildings, vehicles, or other physical assets.
- **Construction and Civil Works:** Any costs related to construction or infrastructure development.
- **Degree-Based Programs:** Funding for formal education programs leading to a university degree or diploma.
- **Fines and Penalties:** Any fines, penalties, or legal costs incurred during the program.
- **Indirect Administrative Costs:** Overheads or administrative costs not directly related to the delivery of any of the programs.
- **Salaries for Employed Beneficiaries Post-Graduation:** The grant cannot be used to cover wages or salaries for beneficiaries once they complete the training program and enter employment.

3.4. Eligible Applicants

To be eligible for this program grant, applicants must meet the following criteria:

- The applicant must be an officially registered entity (for at least 1 year).
- Entities from any industry can apply, including but not limited to ICT, educational, banking, healthcare, retail, manufacturing, and other sectors, as long as they can provide structured training on digital skills aligned with the program's objectives.
- The applicants must follow structured training methodologies.
- The applicant must have a qualified team with the necessary expertise to deliver the training, particularly in digital enablement or other relevant skill areas.
- Has a talented team of trainers who have industry related training experience.
- The applicants are required to provide evidence of a successful track record in training individuals and securing their employment.

A consortia or partnerships between entities are eligible to apply. The roles of each partner should be clearly articulated under the relevant section in the Application Form.

3.5. Training Programs

The proposed training programs - for both tracks - should meet the general eligibility criteria below as they are expected to:

General Criteria:

- Be demand-driven and based on actual and proven market needs. The training program should be selected based on the results of the last updated supply and demand study conducted by Digiskills and based on the latest reports and studies related to the international demand trends.
- The program should be designed to address the identified skills' gaps and needs, with a focus on the areas that are in highest demand. It should also take into account the evolving nature of the industry and the skills that are likely to be required in the future.
- Ensure that the training topics are current, relevant, and aligned with the goals of the project, with a duration of a maximum of 6 months and minimum 4 months.
- Identify jobs that the graduate will qualify for upon the successful completion of the training program.
- Equip trainees with technical skills required by employers for identified jobs through hands-on practical training in an in-class or virtual simulation of the real workplace environment. Technical Skills required by employers for identified potential jobs should be addressed by Applicants at all stages:
 - **Trainees Selection:** The Applicant clearly defines the prerequisites technical skills to be demonstrated by trainees upon enrollment as part of their selection criteria.
 - **Training Delivery:** The Applicant defines the technical skills and main topics that will be covered by this program. Trainees should undertake pre-assessment at the beginning of training. Applicants present a comprehensive plan detailing their strategies to address the skills gap and enhance the employability of graduates.
 - **Trainees Graduation:** The Applicant sets explicit guidelines for the technical skills that trainees must exhibit upon completing the program referred to as graduation requirements. Additionally, Applicants are expected to outline their approach for assessing trainees before graduation by having a post assessment.
- Equip trainees with Employability and Soft Skills and English Language (Communication Skills, Business Writing, Interview Skills, Presentation Skills, Problem Solving, etc...) part of the soft skills training, the training program should incorporate at least 8-hour awareness session on entrepreneurship and startup businesses. Integrated within the technical skills training and desired by employers for identified potential jobs. This must be addressed by the Applicants at all stages. The Applicant defines the expected employability and soft skills that trainees need to demonstrate upon enrollment. They also provide a comprehensive plan to address the skills gap and enhance graduates' employability. The Applicant further defines the specific employability skills that trainees should exhibit upon graduation. It is essential for Applicants to incorporate these aspects into both pre and post-assessment methods.
- Be interactive and engaging.
- Facilitate independent learning and encourage lifelong learning and continuous development.
- Apply relevant assessment methods and trainees' performance feedback approaches.
- Be provided in locations accessible to trainees, especially women, in terms of transportation accessibility and the provision of needed childcare support.

Below are **examples** of training program domains and topics that can be provided per each track:

Track 1: IT Training Track

- Cybersecurity & Information Security Analysts
- AI & Data Analytics
- AI & Machine Learning
- Data Analysts & Scientists
- Fintech Engineers
- Robotics Engineers
- AR/VR/MR solutions development
- Prompt Engineering
- Blockchain solutions development

- Compliance (including Data Privacy) specialists
- Software Development (front end, back end, mobile, etc.) using state-of-the-art languages and tools.
- Modern coding languages such as Python, JavaScript, C++, C#, Java, Swift, PHP, R, etc.

Track 2: Non-IT Tracks

- Data-driven marketing and A/B testing
- Search engine optimization (SEO), and search engine marketing (SEM)
- AI & automation for productivity
- Project management digital skills and tools
- Customer relationship management skills, systems, and tools
- Graphic design skills for creating digital content in marketing and e-commerce.
- Content creation and digital storytelling (copywriting and content writing)
- User Experience (UX) and User Interface (UI) design skills and tools.
- No-code website and mobile application development.
- Translation and transcription digital skills and tools.

Other examples of digital skilling for digitally evolving or transitioning domains will also qualify under the Career Shifting Track, as long as they align with broader digital transformation needs, such as:

- Financial auditing and accounting digital enablement Digital skills for educators
- HR tech and digital talent management
- Legal tech and digital tools for legal professionals

3.6. Targeted Beneficiaries

The Digital Skills Training Grant's training programs are open for all Jordanian youth based on the criteria below. The grant also encourages the inclusion of underprivileged women and youth from underserved communities.

1. All trainees must be 20-35 years old, and must be unemployed.
2. This training is meant to be only for Jordanians with ID number.
3. Trainees should have Diploma or Bachelor's degree.
4. A minimum of 40% of all trainees in each program are women.
5. Trainees must be unemployed.

3.7. Cost terms:

Applicants are advised that the total cost for each proposed training track should not exceed USD 500,000, inclusive of all associated expenses such as training delivery, trainee support services, stipends, and transportation, mentorship, and job placement activities. It is also recommended that the cost per trainee does not exceed USD 2,000.

Applicants may submit proposals for one or both training tracks (IT and Non-IT). Applicants are expected to submit a detailed and transparent budget that clearly outlines all anticipated costs and demonstrates financial feasibility within the defined cost structure. Proposals will be assessed on cost reasonability, efficiency, and alignment with program objectives. All budget items must directly contribute to the successful implementation of the training program and achievement of measurable employment outcomes.

3.8. Awarding Process and Payment Terms

The awarded Applicants will enter into a Sub-Grant Agreement with MoDEE which will stipulate the grant amount the organization will receive, the milestones to be achieved, and the payments associated with each milestone (payment terms). The grant will be disbursed in incremental payments tied to specific milestones, with each payment contingent upon the verification of the successful completion of each agreed-upon milestone.

The awarded Applicant needs to present evidence that the grant request does not exceed the size of the yearly operating budget of the applicant

3.9. Project Milestone Table

Milestone	Milestone sub component	Achieved Milestone	Verification Documents on Milestone ²	Awarded Amount
Milestone (1) Training Design	<ul style="list-style-type: none"> - Development of project plan. - Development of training related documents - Design of graduation certificate 	Submission and approval of: <ul style="list-style-type: none"> • Project plan • Training related documents • Graduation certificate design 	<ol style="list-style-type: none"> 1. Project plan 2. Training related documents: <ul style="list-style-type: none"> • Training Outlines • Technical Training Curricula • List of trainers' names. • Trainers CVs and qualification certificates • Pre and post assessment methodology • Attendance tracking template / methodology 3. Graduation certificate design. 4. Financial Documents: <ul style="list-style-type: none"> • Proof of payments (if any) • Budget versus Actuals analysis 	100% reimbursement of corresponding budget line will be provided if the milestone is fully achieved, the payment will be based on actual expenditures, subject to a 40% withholding..
Milestone (2) Outreach, Trainees' Selection, and Training	2.1 Complete trainees' selection and acquisition (<i>One-time intake or through multiple cohorts</i>)	Submission and approval of recruited trainees' records (<i>One-time intake or through multiple cohorts</i>)	Recruited trainees records: <ul style="list-style-type: none"> • ID • Graduation proof • Unemployment proof (Social Security) 	100% reimbursement of corresponding budget line will be provided if the milestone is fully achieved, the payment will be based on actual expenditures, subject to a 40% withholding.
	2.2 Trainees undertake pre-training assessment. (<i>One-time intake or through multiple cohorts</i>)	Submission and approval of pre-assessment results for soft skills and technical skills (<i>One-time intake or through multiple cohorts</i>)	<ol style="list-style-type: none"> 1. Updated trainees' records with pre-assessment results. 2. Submission of project progress report. 	
	2.3 Trainees undertake post training assessment (<i>One-time intake or through multiple cohorts</i>)	Submission and approval of post assessment results for soft skills and technical skills (<i>One-time intake or through multiple cohorts</i>)	<ol style="list-style-type: none"> 1. Updated trainees' records with post assessment results. 2. Submission of updated project progress report. 	100% reimbursement of corresponding budget line will be provided if the milestone is fully achieved, the payment will be based on actual

² Verification documents must be verified and approved by Digiskills & IVA

	2.4 Trainees' graduate and receive a certificate	<ul style="list-style-type: none"> • Training delivered to selected trainees • Trainees attended at least 80% of training • 95% of trainees completed the training <i>All above apply for (One-time intake or through multiple cohorts) rounded down to the nearest lower whole number</i> 	<ol style="list-style-type: none"> 1. Graduation certificates 2. Training attendance records 3. Submission of updated project progress report. 4. Financial Documents: <ul style="list-style-type: none"> • Proof of payments (if any) • Budget versus Actuals analysis 	expenditures, subject to a 40% withholding. ((In the case that the TSP does not meet the 100% target [<i>One-time intake or through multiple cohorts</i>] the due payment will be adjusted on a prorated basis.)
Milestone (3) Employment	3.1 (60%) of contracted beneficiaries achieve employment or report sustainable income generation	TSP reports that at least 60% of program graduates (as defined in this RFA) secure employment or sustainable income generation opportunities prior agreement end date.	<ol style="list-style-type: none"> 1. Updated trainees' records with employment status 2. Employment or income generation proof as stated in Annex A**. 3. Financial Documents: <ul style="list-style-type: none"> • Proof of payments (if any) • Budget versus Actuals analysis 	The full milestone amount reimbursement based on actual expenditures will be released if 60% or more of the graduates secure employment or sustainable income generation opportunities, subject to a 40% withholding. (In the case that the TSP does not meet the 100% target [<i>One-time intake or through multiple cohorts</i>] the due payment will be adjusted on a prorated basis.)
	3.2 Final report	Submission and Approval of final project progress report.	PDF Document reflecting on the overall experience.	

Explanation of milestone table terminology:

- **Project Plan:** A document outlining the breakdown of project activities by milestone, along with the expected timeline for completing these activities. The plan must reflect the distribution of the trainees among the different cohorts (if applicable).
- **Training Outlines:**
 - Technical Outlines: A document detailing the key topics and objectives to be covered under the technical training. It serves as a roadmap for delivering content in a logical sequence, ensuring that all necessary skills and knowledge are addressed, including the total number of required training hours. The number of outlines submitted depends on the number of proposed training programs.
 - Employability Skills Outline and Entrepreneurship Awareness Outlines: Two separate documents specifying key topics and objectives to be covered, along with the total planned training hours.
- **Technical Training Curricula:** the detailed training content for each of the proposed training topics.
- **List of trainers' names:** Digiskills will provide a template to fill in the names of the assigned trainers and the subjects/ tracks they will be teaching.
- **Trainers CVs and qualification certificates:** Digiskills will provide a CV template designed to collect each trainer's professional information. Each trainer's CV should be attached with qualification certificates that support the trainer's experience.

- **Pre/Post Assessment Methodology:** A document developed to present how trainees' progress will be assessed and measure their improvement throughout the training.
- **Attendance Tracking Template/Methodology:** Awarded TSP must create or propose a methodology for tracking trainees' attendance to verify that the required attendance rate is met by the end of the training.
- **Prorated Basis:** the payment due will be proportionally adjusted based on the actual achieved percentage, relative to the agreed-upon target. The TSP will only be reimbursed for the portion of the milestone achieved, calculated as a percentage of the target met.
- **40% withholding amount:** The Ministry will withhold 40% from each payment due to the service provider until the employment results are verified. Upon completion of the program and after the employment outcomes of the trainees are assessed, the withheld amount will be released. If the service provider successfully achieves the full targeted employment rate of 60%, they will receive the full amount of the retained 40% from each payment. However, if the employment rate achieved is lower than the target, the release of the withheld amount will be made proportionally based on the actual employment rate achieved. This ensures that the release of the withheld payments is directly tied to the service provider's performance in meeting the agreed employment outcomes.

Annex A** : Employment Verification Proofs	
Employment Type	Verification Documents
Full-time	<ul style="list-style-type: none"> • إثبات دخل من عمل مرتبط بالمهارات الرقمية أو المجالات المحددة من قبل أصحاب العمل للوظائف المبتدئة في تكنولوجيا المعلومات والاتصالات (كشف ضمان اجتماعي تفصيلي، و/أو عقد عمل، و/أو خطاب رسمي يثبت أن الموظف يعمل في مجال يتطلب استخدام المهارات الرقمية أو أدوات التحول الرقمي كجزء أساسي من مهامه، و/أو كشف راتب تفصيلي، و/أو تحويل بنكي مفصل، و/أو أي مستندات أخرى يتم طلبها من المشروع، بما يثبت للمشروع ممارسة العمل فعلياً لمدة لا تقل عن 5 أشهر). علماً بأن المهارات الرقمية تشمل المهن التي تستخدم أنظمة و/أو أدوات و/أو بيانات و/أو خدمات رقمية بما فيها الاقتصاد الرقمي، مثل: المحاسبة، التسويق الرقمي، تحليل البيانات، البرمجة، إدارة نظم الموارد، تصميم تجربة المستخدم، الأتمتة، التجارة الإلكترونية، خدمات العملاء الرقمية، أو غيرها من المجالات ذات الصلة لخريجي هذا النوع من البرامج التدريبية. • إثبات دخل من عمل مرتبط بتقنية المعلومات مثل (كشف ضمان تفصيلي و/أو عقد عمل و/أو خطاب رسمي يثبت العمل (أن الموظف يعمل لدى الشركة ومسماه الوظيفي ونوع العمل)، و/أو كشف راتب تفصيلي، و/أو تحويل بنكي مفصل، و/أو أية مستندات أخرى يتم طلبها من المشروع وبما يثبت للمشروع واقع العمل الفعلي لمدة (5 أشهر) فأكثر لخريجي هذا النوع من البرامج التدريبية.
Part-time, Freelancing, Self-employment	<ul style="list-style-type: none"> • إثبات دخل من العمل الجزئي مرتبط بالمهارات الرقمية أو المجالات المحددة من قبل أصحاب العمل للوظائف المبتدئة في تكنولوجيا المعلومات والاتصالات مثل (كشف ضمان اجتماعي تفصيلي، و/أو عقد عمل، و/أو خطاب رسمي يثبت أن الموظف يعمل في مجال يتطلب استخدام المهارات الرقمية أو أدوات التحول الرقمي كجزء أساسي من مهامه، و/أو كشف راتب تفصيلي، و/أو تحويل بنكي مفصل، و/أو أي مستندات أخرى يتم طلبها من المشروع، بما يثبت للمشروع ممارسة العمل فعلياً لمدة لا تقل عن 5 أشهر). علماً بأن المهارات الرقمية تشمل المهن التي تستخدم أنظمة و/أو أدوات و/أو بيانات و/أو خدمات رقمية بما فيها الاقتصاد الرقمي، مثل: المحاسبة، التسويق الرقمي، تحليل البيانات، البرمجة، إدارة نظم الموارد، تصميم تجربة المستخدم، الأتمتة، التجارة الإلكترونية، خدمات العملاء الرقمية، أو غيرها من المجالات ذات الصلة لخريجي هذا النوع من البرامج التدريبية.

	<p>• إثبات دخل من العمل الجزئي مرتبط بتقنية المعلومات مثل (عقد عمل و/أو خطاب رسمي يثبت العمل (أن الموظف يعمل لدى الشركة بشكل جزئي ومسماه الوظيفي ونوع العمل)، و/أو كشف ضمان تفصيلي، و/أو كشف راتب تفصيلي، و/أو تحويل بنكي مفصل، و/أو أية مستندات أخرى يتم طلبها من المشروع على أن يكون متوسط الدخل المتحصل يساوي أو يزيد عن الحد الأدنى للأجور لمدة (4 أشهر).</p> <p>ويتم التأكد من الحد الأدنى للأجور من خلال احتساب مجموع الدخل خلال فترة العمل ويقسم على 4 أشهر على أن يكون الناتج يزيد عن أو يساوي الحد الأدنى للأجور.</p>
<p>Entrepreneurship (startup of a digital firm by a beneficiary)</p>	<p>سجل تجاري حديث باسم الشركة أو المؤسسة مرتبط بالمهارات الرقمية أو بقطاع تكنولوجيا المعلومات (يتضمن اسم المتدرب كمؤسس أو شريك) يثبت تاريخ تسجيل بعد انتهاء فترة التدريب، ورخصة مهنة سارية المفعول ومسمى وظيفي إذا كان شريكاً، و/أو كشف ضمان له لمدة 5 أشهر باسم الشركة أو المؤسسة، و/أو أية وثائق أخرى قد يتم طلبها من قبل المشروع.</p> <p>علماً بأن المهارات الرقمية تشمل المهن التي تستخدم أنظمة و/أو أدوات و/أو بيانات و/أو خدمات رقمية بما فيها الاقتصاد الرقمي، مثل: المحاسبة، التسويق الرقمي، تحليل البيانات، البرمجة، إدارة نظم الموارد، تصميم تجربة المستخدم، الأتمتة، التجارة الإلكترونية، خدمات العملاء الرقمية، أو غيرها من المجالات ذات الصلة.</p>
<p>Work through digitally-enabled online platforms</p>	<p>إثبات دخل خلال فترة العمل يزيد عن أو يساوي الحد الأدنى للأجور متأتي من العمل من خلال المنصة (digitally-enabled online platform). ويتم التأكد من الحد الأدنى للأجور من خلال احتساب مجموع الدخل خلال فترة العمل ويقسم على 4 أشهر على أن يكون الناتج يزيد عن أو يساوي الحد الأدنى للأجور.</p>
<p>Regarding early hiring approvals and the associated employment verification requirements, kindly be informed that DigiSkills will consider early hired students under the following measures:</p> <ol style="list-style-type: none"> 1. Trainees who commence employment during the training period may be counted under the employment milestone, and their employment will be considered valid, provided that: <ol style="list-style-type: none"> 1.1 The trainee has reached at least the <u>midpoint</u> of the training program before being employed in an opportunity directly related to the digital skills gained through the training; 1.2 The trainee completes a minimum of 80% of the total training hours; 1.3 The trainee undertakes the post-training assessment; 1.4 The trainee graduates and receives a certificate, in accordance with the verification criteria outlined for Milestone 2; 1.5 All required employment verification documents, as detailed under Milestone 3, are submitted and formally approved. 2. The employment period will be calculated starting from the actual employment start date, even if it overlaps with the training end date. 	
<p>Applicants are encouraged to employ program graduates in the same entity or within its subsidiaries.</p>	

Applicants should be mindful of the following crucial points:

1. Compliance with World Bank requirements: TSPs must adhere to the regulations set forth by the World Bank.
2. Prior approvals: It is essential for TSPs to obtain necessary approvals from Digiskills before initiating training.
3. In order to proceed from one phase to another, TSPs must submit the aforementioned verification documents for each milestone/sub-milestone to be verified and approved by Digiskills.
4. Document requests: TSPs should anticipate and be prepared to provide any requested documents as per the World Bank and government requirements throughout the duration of the contract.
5. Financial claim submission: The submission of the Financial Claim should occur once the technical and financial verification process from both Digiskills and the Independent Verification Agent (IVA) has been successfully completed.
6. As specified under [Awarded Amount] in the milestone table, 40% of the total amount for each claimed payment will be withheld until the 40% employment rate is met. If the achieved employment rate falls below this threshold, the retained amount will be released proportionally based on the actual employment percentage achieved.

4. APPLICATION SUBMISSION AND INFORMATION

4.1. Submission Instructions

Interested companies are invited to submit their applications electronically through [Digiskills Submit](#), ensuring that all required documents and information are provided.

RFA2+ remains open year-round, allowing entities to apply at any time.

An online webinar addressing the RFA and delivering needed information for interested applicants is to be scheduled and announced later through Digiskills media platforms. A recorded copy of the webinar will be available via Digiskills platforms and website.

Applicants can submit their applications in Arabic or English.

Applicants should submit all the required information; otherwise, the application will be rejected due to incompleteness. The following are the required documents and information:

1. The Digital Skills Training Grants Application for [RFA 2+]
2. The applicant's recent registration certificate/s
3. The applicant's last audited financial statements
4. Letters of successful completion of relevant projects
5. Supporting documents that show potential employment opportunities for the graduates such as MOUs.
6. Project plan.
7. Relevant Experience (*Template provided via submit.com*)
8. Proposed Training Programs (*Template provided via submit.com*)
9. Project Budget (*Template provided via submit.com*)
10. Internal manual
11. Financial manual
12. Procurement policy

4.2. Questions and Inquiries

Questions regarding the RFA are to be sent to the following email: submitadmin@digiskills.jo

There is no deadline for submitting inquiries, and responses to frequently asked questions will be made available in the FAQ section on the application platform. The FAQ document will be updated regularly as needed.

4.3. Application Processing and Administration Cycle

Applications will be reviewed and processed on an ongoing basis as they are received. The processing time will depend on the volume of applications, but all efforts will be made to ensure an efficient review and response process.

Once submitted, applications will undergo the following stages:

- Eligibility and Compliance Review: Ensuring applicants meet all requirements and have provided complete documentation.
- Evaluation Phase: Assessing program alignment, feasibility, and expected impact.
- Approval and Contracting: Finalizing agreements with selected applicants.
- Program kick-off

5. EVALUATION CRITERIA

Digiskills intends to award grants, resulting from this solicitation, to Applicants whose proposals best conform to the solicitation requirements after evaluation in accordance with the criteria listed below. Upon receipt, the grants team will screen all proposals for eligibility and completeness.

A proposal can be categorized as non-responsive if it is incomplete or does not comply with the application format requirements. Only eligible applications will be recommended for evaluation by the evaluation committee.

The evaluation criteria are presented under each major category, as per the below:

Category	Evaluation Criteria
Capacity and Previous Relevant Experience	<ul style="list-style-type: none"> • Applicant has proven experience relevant to the proposed training program, including knowledge and experience to engage with the targeted beneficiaries and to train on the aforementioned skills and to facilitate employment. • The applicant demonstrates the capacity to conduct outreach, identify skills, and execute selection processes that effectively target and recruit beneficiaries, with a particular focus on women. • The applicant demonstrates a clear plan to implement the training. • The readiness of the applicant and its ability to connect its graduates to job opportunities
Proposed Training Program	<ul style="list-style-type: none"> • Proposed training programs align and effectively contribute to achieving the grant’s objectives of increasing job readiness of youth and women, by delivering digital skills trainings taking employers input into consideration. • Training programs are developed based on current market demands and industry trends. • Proposed training program incorporates employment related skills and entrepreneurship awareness as key components of the training curriculum. • The training program emphasizes practical, hands-on experience to ensure real-world application. • Training includes a valid and reliable assessment/evaluation method. • The training offers an industry-recognized certificate upon graduation.
Financial Proposal	<ul style="list-style-type: none"> • Proposed costs are realistic and reasonable to the current market rates • The applicant is financially capable of managing such a project.

Applicants are reminded that the Digiskills is not obliged to make an award on the basis of lowest proposed cost or highest technical evaluation score. Although for this RFA technical merits are considered more important than cost when determining which TSP might best perform the work. Therefore, after the final evaluation of applications, Digiskills will make the award to the applicants whose proposals offer the best value, considering both technical and cost factors.

Any application not awarded may be resubmitted, if relevant.

Following the shortlisting phase, Digiskills will conduct a comprehensive Due Diligence process to assess the selected candidates across various dimensions: organizational, operational, financial, and technical. During this stage, applicants might be requested to provide additional information and documents as part of the due diligence assessment.

6. MONITORING & EVALUATION PLAN

6.1. Performance Indicators

Awarded Applicants will be subject to continuous monitoring and evaluation after receiving the award. Applicants will be required to submit programmatic reports and collect data on specific performance indicators monthly or as requested by Digiskills to ensure alignment with the program's objectives. The following indicators will be tracked to monitor the progress and effectiveness of the programs:

- **Number of individuals trained by Applicants:** This indicator tracks the number of Jordanian youth aged 20-35, who enroll and graduate from the training programs. Participants are considered for successful completion as long as they attend 80% or more of the program duration.
- **Percentage of females trained across all training programs:** This indicator measures the percentage of female beneficiaries trained across all programs.
- **Training program completion rate:** The Training program completion rate will be tracked to ensure that at least 95% of participants finish their training.
- **Number of graduates reporting new income:** This indicator counts the number of beneficiaries who were trained by the Applicant and do report employment or income generation opportunities related to digital skills. The frequency of income opportunities needs to be tracked and documented.
- **Percentage of graduated females reporting new income:** This indicator measures the percentage of female beneficiaries who secure full-time/part time employment/self-employment.
- **Employment Rate:** This indicator measures how many of the beneficiaries have secured employment or income-generation opportunities.

6.2. Attendance and Completion Tracking

The attendance sheets / records should accurately reflect daily participation, ensuring that trainees meet the program's attendance requirements. Applicants are responsible for maintaining accurate records and ensuring that trainees meet the minimum attendance threshold of 80% for successful program completion.

Additionally, Applicants are required to submit completion reports confirming that participants have met all training requirements. These reports must be supported by completion certificates (if requested by Digiskills), post-training assessments results, and any other relevant documentation that verifies the successful completion of the program by trainees. Digiskills reserves the right to audit attendance and completion records to ensure compliance and accuracy.

6.3. Post Training Follow-Up

Graduates' employment status and income will be tracked post training, with employment and income proofs required.

6.4. Verification and Reporting

- Digiskills reserves the right, at its sole discretion, to engage an Independent Verification Agency (IVA) to conduct audits and verifications of the data and documentation submitted by the awarded Applicants. This may include - but is not limited to - attendance records, training completion reports, employment verification, and any other relevant information provided throughout the program. The IVA will be authorized to request additional documentation and clarifications as necessary to ensure full compliance with the terms and conditions of the grant. Failure to cooperate with the IVA or to provide the required information in a timely and accurate manner may result in corrective actions, including potential suspension or termination of the grant.
- Applicants will be required to submit narrative progress reports, providing insights into key challenges, achievements, and lessons learned during the implementation of the program.

6.5. Feedback and Continuous Improvement

Applicants are encouraged to collect feedback from trainees and participants regarding the performance, technical skills, and professional conduct of the trained beneficiaries. This feedback will be used to continuously improve program design and execution.

7. DISCLAIMERS

- Applicants will not be reimbursed for any costs incurred in the preparation and submission of an application. All preparation and submission costs are at the applicant's expense.
- MoDEE reserves the right to independently negotiate with any applicant or to make an award without conducting discussions based solely on the written applications if it decides it is in its best interest to do so.
- MoDEE reserves the right to fund any or none of the applications received.
- MoDEE may cancel the RFA and not award.
- MoDEE may reject any or all applications received.
- MoDEE reserves the right to disqualify any application based on applicant failure to follow RFA instructions.
- MoDEE may choose to award only part of the activities in the proposal.
- MoDEE reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- These Instructions to applicants will not form part of the application or of the award agreement. They are intended solely to aid applicants in the preparation of their applications.
- The signing of the agreement will depend on the finalization and the approval of the Y TJ restructuring between the World Bank and the government of Jordan and the availability of funds.
- An applicant may not submit more than one Application under this grant opportunity at the same time.
- The applicant should include and carry all/any applicable taxes
- TSP cannot secure multiple grants from different entities to oversee and administer an identical training program.
- Applicable Social Safeguards provisions will be implemented. These can be found at the following links:
 - [Environmental and Social Commitment Plan \(ESCP\)](#)
 - [Labor Management Procedures \(LMP\)](#)
 - [Social Assessment Study](#)
 - [Stakeholder Engagement Plan \(SEP\)](#)