



UNFPA Project
***Towards Ending FGM & Early Marriage in Assuit,
Sohag, Menya & Beni Suf***

Terms of Reference

Volunteer Standard Operating Procedures (SoPs)



CARE International in Egypt

CARE International in Egypt:

CARE International is operating in Egypt since 1954. Its programming aims to help communities living in poverty meet basic needs, improve their social positions and cope with their challenging environments in ways that are sustainable and empowering.

Underpinning all of CARE's work is a commitment to strengthening local civil society, promoting human rights and addressing the underlying causes of poverty and injustice, such as poor governance, gender inequity, economic and social exclusion and conflict. CARE places special emphasis on investing in women and girls because its experience shows that their involvement invariably brings long-term benefits to families and communities. CARE Egypt focuses on four main programs: Women's Rights, Governance and Civic Engagement, Education, and Agriculture and Natural Resources

For further information, please visit our website: www.care.org.eg

Background

The Women's Rights Program is designed to empower poor and marginalized women in Egypt who suffer from rights 'violation. Its impact goal is: By 2025, poor women in Egypt especially in Upper Egypt are empowered and enjoying a better quality of life, having attained their rights. In order to achieve this goal, the program works with both the duty bearers in government and civil society, as well as rights bearers, women themselves, to address discriminatory attitudes and behavior towards women and girls.

One of the main issues women face as gender based violence is domestic violence, however, harmful practices still widely prevail within the society's traditions. Female Genital Mutilation (FGM) and early marriage practices/crimes.

CARE Egypt has been selected by UNFPA to implement a project addressing Gender Based Violence against women in Upper Egypt . This project works towards ending FGM and early marriage, and supporting survivors who experienced any types of violence, exploitation, or abuse in the areas of Assiut, Sohag, Menya and Beni Suef.

The project will contribute to the long-term impact of "women and girls in target communities fully enjoy their lives free of the risk of FGM and early marriage". It seeks to address the root causes of FGM and early marriage, develop a set of interventions targeting various stakeholders. These interventions aim to raise community awareness on reproductive health and girls' education, actively engage men and boys in the discussion against early marriage, equip a cadre of local volunteers with the knowledge and skills needed to actively participate in the efforts to reduce the prevalence of harm practices and finally, networking all efforts in organized advocacy campaigns capable to achieve more gains that give women and girls a safe environment free from harmful practices in the targeted governorates.

Overview and objective:

In order to reduce harm practices against girls and women, while focusing on FGM and early marriage in the targeted communities, this project works on agency (women and girls), relations (men and boys) and structures (advocacy for policy change).

Within this framework, CARE Egypt is looking for a consultant to develop a Volunteer Standard Operating Procedures (SoPs):

This document will be the guide for CARE and partner NGOs on best practices and procedures of recruiting, managing, developing and retaining volunteers. The document will be prepared based on lessons learned from field visits, observation of the current and previous volunteer network and focus groups, in addition to best practices previously developed.

Deliverables

Expected topics to be covered in the Volunteer Standard Operating Procedures (SoPs) are:

- 1) Volunteers' requirement, selection criteria, interview process and selection process
- 2) Volunteers' management, orientation, foundational
- 3) Volunteer staffing plan
- 4) Develop volunteer position description
- 5) Volunteer development and basic foundational packages to be delivered
- 6) Volunteer motivation and innovation
- 7) Volunteer initiative creation skills
- 8) How to retain volunteers
- 9) Volunteers long-term network, advocacy and active role in the community after project ends

*Document should be submitted in English and Arabic.

*PowerPoint slide to aid trainers in using the manual going forward.

The manual will be CARE's property and it is not allowed to be used later by the consultant...

Target group

- Care trainers' team and partner NGO staff managing the volunteers

Expected results:

- A ready for implementation manual including the topics in the deliverables section
- Consultant to train a team of 20 members on the manual.

Professional Skills and Experience

- Knowledge and expertise in working with writing manuals in the development field.
- Knowledge and expertise working with volunteers and NGOS
- Strong understanding of the relationship between volunteer work and social change, and a clear vision of how to create impact through the activities planned.
- Demonstrated experience in dealing with different cultures and backgrounds
- Knowledge/expertise in the area of gender, FGM and early marriage
- Knowledge of the social and gender norms prevalent in the intervention sites/ sites with a similar socioeconomic status
- Experience in tackling sensitive subject matters
- Documenting, Evaluating and Reporting Skills
- Experience in evaluating current state of program participants and identifying capacity gaps to effectively customize suitable programs
- Experience in thorough documentation as well as analytical capabilities to summarize and report back key learnings
- Ability to track and document the progress of participants

Location:

Assiut, Sohag, Menya and Beni Suf Governorates

Implementation duration:

Consultant will start working on the manual starting October. Manual delivery should be end of November. TOT for CARE staff and NGO staff will be early December.

Conditions of Implementation:

Interested applicants should submit the following documents in their offers

1. Technical Proposal.
 - i. A brief statement in understanding of the assignment, and general approach to it.

- ii. A brief description of the methodology proposed to be used in the assignment, including techniques and tools,
- iii. Consultant CV/ company profile.
- iv. It should indicate a complete list of deliverables and a proposed time-frame.

2. **Financial Proposal:** The financial proposal should include a breakdown of the cost elements to assist in determining the rationale of the given rates. All costs should be included.

CARE will withhold applicable taxes and deposit the funds with the applicable tax authorities under this agreement (based on the proposal submitted).

Consultant Professional Service Fees- may be subject to taxation

- **Consultant Professional Service Fees-** will be subject to taxation

Description	Gross Rate in EGP	Number Days	Total
Manual Preparation			
TOT			

- **Consultant Administrative Costs** – may not be subject to taxation

Description	Unit Cost in EGP	Total QTY	Total amount
Materials (if any)			
Travel expenses (Accommodation, transportation, ..etc.)			

Consultant Administrative Costs – may not be subject to taxation. Administrative Costs: Such costs could include transportation, lodging, venue expense, materials,etc.

Technical & Financial Proposal:

Deadline for sending the technical and financial proposal is September 19, 2021 (COB) to be sent to CARE International in Egypt to (<http://care.org.eg>)

Consultancy – CARE Egypt

* Any proposals received after the deadline mentioned, will not be considered. Thus, please ensure that the proposal should be submitted no later than **Sept. 19, 7 pm**). Please accept our apology for not giving any exceptions or accepting any justification for late receive or not submitting via the link.

Please feel free to contact us via email (nermin.mohamed@care.org) for any further details or inquiry prior **September 16, 2021**.

The evaluation will be based on the following criteria according to the submitted documents:

<u>Evaluation type</u>	<u>Percentage</u>
Qualifications	10%

Service proposed (Methodology of work and expected results)	30%
Experience (CV/ profile should be included)	9%
Previous experience with CARE	1%
Timeframe & commitment	10%
Financial Evaluation	40%

P.S. applications rated less than 40% in the technical evaluation will be excluded.

CARE Egypt will respond to applicants with its decision within 5-7 working days from the proposal deadline.

CARE keeps all rights to accept or refuse any offer received without giving reasons.

Technical and financial offer will be discussed upon selection.

Payment Schedule:

All payments (done within 20 working days from invoice submission) and linked with deliverables.

No down payment (advance) is done...

CARE will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement

Important Note:

Proposal should include also the cost of traveling and accommodation to our 4 cities (sohag, Assuit, Minia and Beni Suef) through our the project for field visits, observation; training...

CARE will be responsible for the training costs (accommodation, venue, breaks...etc.).