



Safety, Empowerment and Protection for Syrian and non-Syrian Refugees and Host Communities in Egypt

Terms of Reference

Legal Consultation, Representation and Awareness Sessions for Refugees Greater Cairo ,Alexandria and Damietta



CARE International in Egypt:

CARE Egypt Foundation (CEF) is an Egyptian, non-governmental organization registered under number 833 for year 2018 at the Ministry Of Social Solidarity in Egypt. CARE harnessing the legacy of CARE International in Egypt since 1954 to fight poverty and improve livelihoods. Since 1954, CARE has become actively involved in development programming particularly in Upper Egypt.

We envision Egypt as a place where everyone enjoys economic opportunities, equality and social justice. We empower women and girls by sharing our values amongst the private sector, government and civil society.

Women's Rights Program

The Women's Rights (WR) 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.

The WR program works with the duty bearers to support their role to protect and uphold the rights of women, and also with the women to encourage them to understand voice and demand their rightful entitlements. The program works on three domains (agency, relations and structure) in order to empower poor women in Egypt to gain their rights. Through the focus on agency, women's self-esteem and confidence are built, and women have increased financial independence to fulfill their potential as productive and income-earning members of their households and society. In addition, when power relations (families) are gender sensitive whilst tackling all forms of gender-based violence (GBV) within and outside the household, and when structures (social norms or laws) particularly in the area of personal status, domestic violence are reformed, passed and implemented, gender equality can be achieved.

The program has three themes, which are:

1. Tackling Gender-based Violence (GBV).
2. Women's Social and Economic Empowerment.
3. Engaging Men and Boys (EMB).

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Of the 260,287 refugee and asylum seekers registered with UNHCR Egypt as of February 2021, 50% are Syrian, with the other 50% including Sudanese, Ethiopian, South Sudanese, Eritrean, Yemeni and Somalian nationals. Most live in the urban areas of Greater Cairo and

on the North Coast alongside host communities.¹ Vulnerability levels of Syrian refugees in Egypt remain high, given challenges related to their legal status and limited livelihood opportunities. The most recent Vulnerability Assessment for Refugees (EVAR) in Egypt shows that 77% of refugees are unable to meet their basic needs – 81% among female-headed households – and 73% of households are forced to resort to negative coping mechanisms as a way of generating income, including children dropping out of school to contribute to household income and early marriage. The COVID-19 pandemic has continued to significantly impact the welfare of refugees and asylum seekers in Egypt, reducing their access to services and to income generation opportunities, particularly within the informal sector which many rely on for their livelihoods. Despite the need, as of March 2021, UNHCR Egypt reported that they had met just 13% of the funding required to meet these needs

Sexual and gender based violence (SGBV) is often exacerbated during humanitarian crises when the stability of the society is disrupted and the population is most vulnerable. Refugees are at an even greater risk as they lack the protection of their government and may have limited rights in their host countries. Sexual harassment is a pervasive problem in Egypt, which is currently affecting the more disadvantaged Syrian, African population. During the past years, Refugees women have reported instances of sexual harassment and physical violence in public spaces. In addition to other SGBV concerns such as domestic violence, early marriage, and exploitation of single and female headed households.

According to UNHCR , Egypt has seen a 24% increase in the number of refugees and asylum seekers in the last two years alone. As of February 2019, this population 53% of whom are Syrian reached 247,724 , comprising 78% asylum seekers and 22% refugee

Since 2013, CARE International in Egypt has been implementing a holistic approach to address the problem of sexual and gender based violence among refugees. Through a combination of rights-based, survivor-centred, and community development approaches, CARE continues to raise awareness on the issue, enhance protection for individuals at risk, and support survivors who have faced various types of violence, exploitation, and abuse.

CARE Egypt conducted a baseline study in 2019 as part of its 2019 BPRM project aiming to assess the protection needs of the refugee population and existing violations. The study covered the communities selected within the targeted regions; namely, two communities in Greater Cairo (6th of October and Nasr City) and two communities in Alexandria (El Agamy and El Montaza). According to this study, 31.9% of the sampled females are exposed to sexual and gender-based violence (SGBV) versus 26.9% males. 74.2% of female respondents (Egyptians, Syrians and Sudanese) confirmed that violence is mostly committed in the public sphere in the form of sexual harassment and the perpetrators are mostly Egyptian men. However, 50% of male respondents confirmed that physical violence is the most common type of violence they experience. Nevertheless, domestic violence (DV) and intimate partner violence (IPV) are common, as per findings from CARE's previous and ongoing programs and case management units. Indeed, CARE

found a dramatic increase in requests for SGBV support in 2019, where it received 1,553 referrals via walk-ins, calls on the helpline, and other partners in Cairo and Alexandria. Furthermore, early and forced marriages are becoming more common negative coping mechanisms among refugees, who often find themselves unable to afford and service debts to land lords and shop owners.

The project primarily targets Syrian and Sub-Saharan women and children living in Greater Cairo, Damietta and Alexandria, who are most susceptible to and affected by SGBV. It is estimated that approximately 70% of beneficiaries will be refugees from Syrian, Iraq and African countries and 30% host communities. The project additionally aims to engage men and boys in its various activities. In order to transform gender inequalities that social, cultural, economic and political systems perpetuate. Following CARE's Gender Frame work which encompasses agency, relations and structure and in order to create real sustained change, both men and women must be engaged in a synchronized way to ensure that work complements and reinforces the positive changes aimed for.

With an overall objective of **Refugees and vulnerable host community members, especially women and children, have improved protection in Greater Cairo, Damietta and Alexandria**, the four expected outcomes for this project are:

- 1) Women and girls gained knowledge and awareness on their rights and available services for SGBV
- 2) Values, beliefs, attitudes, behaviours and practices (individuals and communities) shift to recognize VAWC as unacceptable.
- 3) Schools, community schools and civil society organizations (Duty Bearers) promote and recognize gender equality, child protection and respect for all.
- 4) SGBV survivors access immediate response and protective services

Objective of the Assignment:

The objective of this assignment is two-fold:

1- Within the framework of the project's first outcome **(1-1)**, **legal sessions** will be provided to attendees (Alexandria, Damietta and Cairo) with basic information on their legal rights. Sessions will specifically focus on refugee status/immigration status, legal procedures regarding issuing legalized marital licenses, divorce certificates, and birth certificates, and on the legislation concerning sexual harassment. Moreover, early marriage and female genital mutilation (FGM) will be tackled from a legal perspective. After every session, pre- and post- evaluation surveys will be conducted in order to evaluate whether attendees have gained the desired knowledge.

2- Within the framework of the project's fourth outcome **(4-3)**, CARE Egypt is looking for a legal entity that can provide **Legal Assistance** through its lawyers to refugees who experienced any type of SGBV incidents.

Consultants will be expected to work in Alexandria and Damietta as well as Cairo in certain areas that will be defined.

Scope of Work and Deliverables:

The consultant's main deliverables are:

1- Legal sessions:

- a. The consultant shall provide online and/or offline awareness sessions to reach in total 120 beneficiaries, each group with a minimum of 15 to 20 participants. (the target is to be divided equally between Damietta, Alexandria and Cairo). Through the following:
For field implementation, 6:8 awareness sessions conducted in With 15: 20 participants including total 120 beneficiaries (80 women - 40 men), In Greater Cairo (40 women - 20 men) , Damietta and Alexandria (40 women-20 men)
- b. The consultant shall provide a document with the content of the legal awareness sessions. Content should be approved by CARE before conducting the sessions.
- c. The consultant shall provide pre and post surveys measuring change in participants' knowledge in the content delivered. Pre and post surveys should be approved by CARE before conducting the sessions. Analysis of the pre and post surveys will be done by the consultant and shared with CARE for reviewing and confirming.
- d. The consultant shall provide handouts to participants containing legal information to supplement the sessions. Handouts must be approved by CARE before conducting the sessions.
- e. Generate reports on each session conducted. Reports must include individual and collective results of pre and post surveys conducted measuring the change in attendees' knowledge towards their legal rights, legal procedures in the host country and legal consequences of sexual harassment, early marriage and FGM.

2- Legal Assistance:

- a. The lawyer shall provide 48 cases with legal counseling, representation and action to SGBV survivors from the refugees' population (the target is to be divided equally between Alexandria, Damietta and Cairo). It is estimated that 6 cases will receive legal consultations and 42 cases will receive legal actions.
In Alexandria and Damietta will provide legal service for 20 cases include 2 birth certificates, 4 police reports ,6 divorce ,6 custodies and 2 marriage certificate
In Cairo will provide legal service for 28 cases include 6 birth certificates, 6 police reports ,6 divorce, 4 marriage certificate and 8 custodies.
- b. The lawyer is expected to accompany SGBV survivors in filing police reports and court cases whenever necessary.
- c. Generate monthly reports and case studies. Reports must include updates and progress on each individual case handled by the consultant.
- d. The legal consultant is assigned to continue follow-up with extended legal procedures of the beneficiaries that takes time ahead the life span of the project.

kindly note that the below is only an estimation as it might be changed upon referrals

	total QTY	Cairo	Alex	Damietta
Divorce	12	6	4	2
Custody	12	6	4	2
Birth certificate	8	6	1	1
travel ban				
police report	10	6	2	2
Marriage certificate	6	4	1	1

Duties and Responsibilities

1. Meet with the project's team to discuss and agree on the content of the sessions and refine the work plan for the execution of the assignment.
2. Provide legal assistance for refugees SGBV survivors.
3. Conduct legal awareness sessions on refugee women's rights under the Egyptian legislation; highlighting the right procedures for issuing marriage, divorce and birth certificates.
4. Accompany SGBV survivors to police stations and courts.
5. Have the capacity to support women and men in court whenever needed.
6. Generate detailed reports on monthly basis on the cases that are assisted by the lawyer.
7. Document successes and lessons learned.
8. Attend a monthly meeting with CARE Case Management Supervisor, Project Manager and M&E unit
9. Respect and ensure the privacy of all beneficiaries, and maintain a non-discriminatory attitude at all times regardless of ethnicity, religious beliefs, sexual orientation, and political affiliation. As well as code of conduct and professional therapeutic relations.
10. The capacity to respond to emergency legal referrals throughout the week and during weekends depending on the referrals received (24/7).

IMPORTANT NOTE:

The consultant can submit a proposal:-

- For all gov. (Damietta, Alexandria and Cairo), or only Cairo gov. or Alex and Damietta gov.
- For both deliverables (Legal sessions and legal assistance), or only one of them.

CARE reserves the right to split the assignment (based on Deliverables and / or gov. on more than one consultant.



Consultant's Qualifications:

- ❑ Having a team to provide 24/7 support for legal assistance...
- ❑ Advanced knowledge and experience in the area of legal assistance for SGBV survivors.
- ❑ Extensive knowledge and experience in providing individual legal counseling and support.
- ❑ Extensive Knowledge and experience in providing legal awareness sessions.
- ❑ Demonstrated experience in working with refugees.
- ❑ Demonstrated experience in dealing with different cultures and backgrounds.
- ❑ Knowledge of gender issues

Consultancy Level of Effort

Specific Tasks, Outputs and Time Frame

Tasks	Outputs	Time Frame for Completion of the task
Legal Awareness Sessions	-In the case of field implementation ,6:8 awareness sessions conducted in With 15:20 participants - Reports submitted with pre and post survey results after coordinating with CARE M&E unit.	20 May 2022
Legal Assistance	- 48 SGBV survivors provided with legal consultations and/ or legal actions. - Monthly reports submitted with progress on each case after coordinating with CARE M&E unit.	15 July 2022

Execution of Assignment:

Consultancy start and end date:

Legal Awareness Sessions: From mid Jan. 2022 to 20 May 2022

Legal Assistance: From mid Jan. 2022 to 15 July 2022



Coordination and Reporting:

The Consultant will report on progress to the Initiative Manager; who may delegate to the field supervisor . CARE shall within 7 working days of receipt notify the Consultant of its decision concerning the documents or reports received, giving reasons should s/he reject the reports or documents, or request amendments.

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 use in the assignment, including techniques and tools,
- iii. A capabilities statement of the consultant organization and/or brief description of relevant (similar) consultancies that would qualify for this assignment. This statement should be included as a separate annex, in addition to the five-page proposal.
- iv. Consultant CV; It should indicate a complete list of deliverables and a proposed time-frame.

2. **Financial Proposal:**

The financial proposal should include the below breakdown of the cost elements to assist in determining the rationale of the given rates.

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

Consultant Professional Service Fees- may be subject to taxation

Description	Gross Daily Rate in EGP	Number Days	Amount
Legal sessions fees			
Legal sessions Material preparations fees			
Legal sessions Reporting			
Travel expenses (transportation ..etc.)			
Zoom costs (for online sessions)			

	Cairo Gross daily rate	Alex Gross daily rate	Damietta Gross daily rate
Communication per month			
Transportation per month			
Reporting per month			
Police report			
Divorce			
Custody			
Birth certificate			
travel ban			
Marriage certificate			

Any other expenses rather than the fess, will be paid against receipts (travel expenses, zoom costs, transportation...etc.).

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.



Deadline for sending the technical and financial proposal is (6 Jan. 2022) prior 7 pm), Financial proposal should include Taxes). , to be sent to CARE via CARE Website below link.

[Consultancy – CARE Egypt](#)

* Any proposals received after the deadline mentioned, will not be considered. Thus, please ensure that the proposal should be submitted on time. Please accept our apology for not giving any exceptions or accepting any justification for late receive...

Please feel free to contact us via email Nermin.Mohamed@cef-eg.org, for any further details or inquiry via email prior **05 Jan. 2022 (2 pm)**

Note: please ensure to mention the validity of the proposal, to enable us to use the proposal for any other similar projects in 2022...

Proposals will be assessed against weighted criteria that include understanding of the task; proposed methodology; previous experience and value for money.

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 being shortlisted; to finalize the selection process.

Payment Schedule:

All payments (done within 20 working days from invoice submission and being approved by CARE) and linked to deliverables and timeline.

No payment in advance will be approved...