



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

Terms of Reference

Soft Skills Training for Volunteers Alexandria and Cairo 2022

CARE Egypt Foundation (CEF):

CARE Egypt Foundation for Development, registration no 833 for the year 2018 at the Ministry Of Social Solidarity in Egypt. CARE Egypt Foundation (CEF) is an Egyptian, non-governmental organization harnessing the legacy of CARE International in Egypt since 1954 to fight poverty and improve livelihoods. 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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CARE proposes a 2-year project to create an enabling environment to change harmful gender norms thereby reducing SGBV and increasing child protection with interventions targeted at the individual, family, community and societal level. SGBV forms targeted include intimate partner violence, non-partner sexual violence, FGM, CEFM, and child sexual abuse and exploitation. Activities will follow CARE's COVID-19 Standard Operating Procedures (SOPs), and will take place in person, if possible, strictly adhering to safety guidelines, or will shift to virtual and alternative implementation methodologies. CARE's SOPs also ensure our programs uphold



Sphere Protection Principles and Standards. A 2-year period is necessary to fully complete certain project components (i.e., livelihoods), further consult participants, and to build local authority capacities to take over the running of Women-Friendly Spaces.

Objective of the Assignment:

The consultant should help targeted learners (volunteers) to acquire essential soft skills (communication skills, facilitation and training skills, presentation skills, and time management).

The volunteers at the end of the training should be able to:

- Plan and design interactive workshop or trainings
- Set Training agenda
- Use different modalities of training.
- Prepare all logistics related to the training
- Implement and manage the training workshops.
- Conduct pre and post and evaluate the outcome of the workshops
- Write a detailed report on the workshops

Scope of Work and Deliverables:

The consultant's main deliverables are:

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. The consultant shall provide 4 soft skills trainings for 100 volunteers (the target is to be divided equally between "Alexandria and Cairo". 2 in Cairo and 2 in Alexandria. Each workshop will reach 25 volunteers and will last for 4 full days.
 3. provide the materials needed for all the training programs
 4. conduct pre- and post- assessments will be carried out to monitor the activity and to evaluate whether attendees have gained the necessary skills. The post-assessment will not only be theoretical as it will also be based on trainers' practical assessment and supervision of participants
 5. provide a detailed report providing feedback on the attained skills post the trainings programs.
 6. Highlight successful implementation tools that have been used and proved impactful for further scale up.
 7. Respect and ensure the confidentiality 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.
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IMPORTANT NOTE:

The consultant can submit a proposal for (Alexandria and Cairo), or only (Cairo or Alexandria)

Consultant's Qualifications:

- ❑ Relevant experience in providing capacity building and TOT;
- ❑ Proven track record in organizing, designing and implementing training sessions on soft skills
- ❑ Extensive knowledge of gender issues and SGBV.
- ❑ Demonstrated experience in working with refugees.
- ❑ Demonstrated experience in dealing with different cultures and backgrounds.
- ❑ Experience in designing and delivering training to different groups
- ❑ Capacity to use different Art tools employing case studies, role playing, audio/visuals, presentations, discussions and facilitating groups.
- ❑ Ability to lead discussions and arguments around sensitive and controversial topics.

Consultancy Level of Effort

A total of (20) working days is foreseen for this assignment including preparation and reports.

Specific Tasks, Outputs and Time Frame

Tasks	Outputs	No. Days/ Time Frame
Soft skills Trainings	- two workshop in Cairo and another two in Alexandria for 50 volunteers in each workshop -	from April 2022 to June 2022
Preparation	One day	
Pre and post	One day	
Reporting	Two days , one day per gov.	

Execution of Assignment:

Trainings : from April 2022 to June 2022

Coordination and Reporting:

The Consultant will report on progress to Field supervisor who 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
- v. 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.

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	Daily Rate in EGP	Number Days	Amount
Preparation		One day	
Pre and post		One day	
Workshops		16 (4 days per workshop * 4 workshops)	
Reporting		2 days (one per gov.)	

Consultant Administrative Costs – may not be subject to taxation

Description	Unit Cost in EGP	Number Days	Amount
Travel expenses to Alex or Cairo.			
Accommodation in Alex or Cairo			

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 (3 April 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 30 March 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...
