



ToR

Contracting one year proposal writer(s)

For CARE Egypt Foundation

Extend deadline

CARE Egypt Foundation (CEF):

Care Misr Foundation for Development is a civil institution registered in the Central Administration of Associations at the Ministry of Social Solidarity with the number "833 for the year 2018" and its address is 25 Asmaa Fahmy Street - Fifth Floor (Plot No. 1 - Square Y) Qesm 1st Nasser City, Cairo, Egypt, and that the institution is subject to the provisions of the law regulating the practice of civil work No. 149 of 2019.

CARE Egypt Foundation for Development is building on the legacy and expertise of CARE International in Egypt since 1954, by designing, implementing and managing development programs and projects aimed at helping the neediest communities in Egypt, by building strategic partnerships with the government sector, the private sector and the private sector, to help in Meeting the basic needs and improving the quality and standard of life in a sustainable manner and consistent with the culture, reality and the local and national context.

The Foundation focuses its interventions and designs its programs in the areas of economic and social empowerment of Egyptian women, developing and improving the educational environment, supporting the agricultural sector, especially small farmers, improving government performance and supporting confidence-building processes among development partners through the application of tools and methodologies for governance and social accountability, through investing energies and ideas And adopt initiatives that are in line with the development and improvement of the economic and living conditions of these communities to deal with addressing the root causes of poverty.

The Foundation is also committed to strengthening the role of the local civil society by including it as a partner in all the Foundation's projects in a manner that ensures building its capabilities and enabling it to play the developmental role required in the government's sectoral and geographical development plans and programs.

The Foundation works on extracting the most important international experiences in all areas of development, and presenting them in the local and national contexts, in addition to working to shed light and disseminate local experiences at the global level, in order to benefit from global experiences and present Egyptian development models to interested and actors at the global level.

For more information, please visit our website: [CARE Egypt – Welcome](#)

Consultancy Objective:

The objective of this consultancy is to contract up to three consultants for one year to develop concept note(s) and/ or technical proposal(s) for CARE Egypt different programs; when needed.

Methodology of the Consultancy per assignment/task

- a) the consultant will engage meeting with CARE's team responsible for the intervention to better understand the assignment, the proposed methodology, their requirements/ instructions and to collect any available data for adequate coordination.

- b) **(Desk Review):** the consultant will engage reviewing the existing reports, materials and information.
- c) **(Presenting the Zero Draft):** In this stage, the consultant will start preparing the draft and receive the feedback from CARE's team to ensure that the consultant have captured all the aspects of the proposed project. After receiving the non- objective from CARE's team, the consultant will start developing the zero draft after gathering all the need information.
- d) **(Final Report):** After the completion of all information and data (primary and secondary), the insertion of the remarks of the CARE Team, final report will be finalized and submitted to CARE for proper action.

CARE will be responsible for providing any annexes related to organizational capacity or partners, and for developing the budget for the concept note. Support from the Consultant to these areas can be provided if requested.

Note: The consultant will lead the team to meet cover all donor requirements according to call guideline.

CARE reserve the right to ask for any amendments in the deliverables prior approving the final deliverables ...

Coordination and Reporting:

The Consultant will report on progress to CARE's Program Director(s), who shall within 3-5 working days of receipt notify the Consultant of its decision concerning the product received, giving reasons should she reject the product, or request amendments

Consultant is Qualifications:

Technical Requirements

- Working experience not less than 3 years in proposal writing with international development sector, preferable with an international organization.
- Previous experience in proposal writing for EU and USAID is a plus.
- Outstanding research and written communication skills in both English and Arabic
- Established record of successful proposal submissions
- Familiarity with Microsoft Office and proposal-focused databases
- Ability to manage multiple proposals and meet all deadlines
- Ability to collaborate with others on proposals
- Advanced degree in social sciences, development studies, or relevant fields.

Time Frame:

The task shall be finished within one year, for up to 12 working days may be extended or reduced in duration upon mutual agreement of both contract parties.

Vendor shall start Services: June, 2022

All Services shall be completed by: May 31, 2023

Location:

The main location of the consultancy is remotely desk related endeavor where meetings and reports could be exchanged online.

Conditions of Implementation:

Interested applicants should submit the following documents in their offers:

1. Technical Proposal.
 - i. 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.
 - ii. Consultant CV;
 - iii. Example for prior similar assignment, or Ref. letter.
2. Financial Proposal:
The financial proposal should include the gross daily fees in EGP. with a proven record.

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

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

<u>Evaluation type</u>	<u>Percentage</u>
Qualifications	30%
Experience (CV/ profile should be included)	25%
Previous experience with CARE	5%
Financial Evaluation	40%

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

Extended Deadline for sending the proposal is (4 June 2022) prior 5 pm), Financial proposal should include Taxes). , to be sent submitted via CARE website [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...

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.

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...