



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

## **Terms of Reference**

### **Volunteers Camps 2022**



## **CARE Egypt Foundation (CEF):**

Care Egypt 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 5 *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.

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## **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).

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

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.

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### **Objective of the Assignment:**

CEF will conduct A 3-day camp in July for 100 volunteers on a theme of role of public service & soft skills; with the following topics;

1. The idea behind volunteering
2. Volunteering policies
3. Role of public service in the society
4. Learning through experiences
5. Behavior rehabilitation.

In addition to that the camp will tackle:

6. the basic skills of volunteering in terms:
7. Volunteering techniques.
8. Problem-solving skills
9. Leadership
10. Team work skills and positive thinking and behavior.

### **Main Camp Output that volunteers should practice on:**

11. Present their different cultures and showing how to accept differences and diversity.
12. Organize and present a small event at end of the camp

The project will reach **100 Volunteers ( Male and Females); 50 from Cairo & 50 from Alexandria**. CEF is searching for a consultant /consultancy firm that will Design and implement the needed volunteering camp on the above aspects.

- It is expected to organize the camp in July 2022. The camp should last for three days, (2 nights full board and half day with lunch).
  - The camp shall include interactive methodology for training and experiential learning.
  - Beneficiaries will be residents of Cairo and Alexandria.
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### **Scope of Work and Deliverables:**

Design and implement a camp -program mainly for 100 volunteers as follows

- Design and implement activities for self-development for the volunteers.
- Design and implement training to raise awareness on the idea of volunteerism.
- Design activities to build personal leaders.

### **IMPORTANT NOTE:**

The consultant should submit one proposal for Cairo and Alexandria. The consultant or the consultant firm will be responsible for all the expenses related to the camps

- Full / 2 nights double room board accommodation for CARE staff (one field supervisor), consultant team, participants (up to 100 pax);
- Venue rent,
- Camp materials/ sports tools,
- Breaks during the camp, mineral water (2 full days, third day with activities till mid-day including third day lunch for 100
- Consultant staff and material transportation to the venue.

### **Consultant's Qualifications:**

#### **Technical Requirements**

- 3-5 years of experience in organizing camps & working with volunteers
- Extensive Knowledge and experience in designing interactive activities.
- Strong understanding of the relationship between volunteers and social change, and a clear vision of how to create impact through the activities planned and using games for social change and interactive learning.
- Demonstrated experience in working with refugees.
- Working experience with international organizations
- Ability to establish priorities in a time-sensitive environment, and meet deadlines with strong attention to detail and quality
- Demonstrated experience in dealing with different cultures and backgrounds.

#### **Training and Education:**

- ❑ Experience in designing and delivering training and awareness sessions to different groups
  - ❑ Experience in implementing awareness sessions employing adult education tools and techniques
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- Capacity to use different educational 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 (12) working days is foreseen for this assignment including preparation and reports.

### **Specific Tasks, Outputs and Time Frame**

Tasks	Outputs	No. Days/ Time Frame
Volunteers Camp	1- 100 volunteers will be trained on: *The concept of volunteering & public serving, and soft skills with the following topics: - The idea behind volunteering, - Volunteering policies, - Role of public service in the society, - Learning through experiences, - Behavior rehabilitation * Soft Skills: - Communication skills, -Volunteering techniques, - Facilitation skills, -Problem-solving skills, - leadership, -Team work skills and -Positive thinking and behavior 2- Using games in activities 3- Reports submitted with pre and post survey results	July 2022

### **Execution of Assignment:**

#### Camp requirements

1. 3- day camp in July, with 2 nights full board accommodation and third day with activities till mid-day including third day lunch for 100 volunteers and 2 field supervisors.
2. Provide Trainings methodology as topics explained above as well as interactive activities.



### **Coordination and Reporting:**

The Consultant will report on the detailed training and activities presented in the camp.

### **Payment Schedule:**

All payments (done within 20 working days from invoice submission and linked with deliverables and timeline. No down payment (advance) is provided.

CARE Egypt foundation will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement. Thus, the financial proposal should include all taxes

### **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
Consultant fees			
Preparation			
Pre and post			



Reporting			
Video			
Photographing			

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

Description	Unit Cost in EGP	Number Days	Amount
Accommodation			
Materials			
Breaks			
Mineral water			
Venue rent (if any)			
Consultant transportation			

**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 5 July ,2022 Prior 5 pm.**

To be submitted via CARE Egypt Foundation website – [Consultancy – CARE Egypt](#)

\* Any proposals received after the deadline mentioned, will not be considered. Please accept our apology for not giving any exceptions or accepting any justification for late receive.

CARE Egypt will respond to applicants with its decision within 3-7 working days from the proposal





deadline.

### **For Inquires**

For any needed inquires; please contact us **prior 4 July 2022**, To be sent to Mrs. Nermin Mohamed, Procurement Officer to [Nermin.Mohamed@cef-eg.org](mailto:Nermin.Mohamed@cef-eg.org)

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

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

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

Technical and financial offer will be discussed upon selection.

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