



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

Terms of Reference for Contract to Conduct Gender Analysis

Background (CEF)

CARE Egypt Foundation for Development (CEF) is a non-governmental organization registered by the Central Administration of Associations and the Federations of the Ministry of Social Solidarity under number “833 / 2018”. CEF is located in 25 Asmaa Fahmy Street - Fifth Floor (Plot No. 1 - Square Y) Qesm 1st Nasser City, Cairo, Egypt. The organization is subject to the provisions of the law governing the work of the Non-governmental Organizations (NGOs) No. 149 of 2019.

CARE Egypt Foundation for Development (CEF) is capitalizing and building on the legacy, expertise of CARE International in Egypt since 1954. CEF is designing, implementing and managing development programs and projects that aim towards improving living conditions and quality of life by responding to and addressing the main root causes of poverty, the highest needs of the poor and marginalized groups in Egypt in a sustainable manner that is consistent with the culture, reality and local and national contexts.

Introduction about the required:

The Gender analysis will employ CARE’s gender analysis framework which focuses on examining eight areas of inquiries (Household decision-making, control over productive assets, access to public spaces and services, claiming rights and meaningful participation in public decision-making, control over one’s body, violence and restorative justice, and aspirations for oneself). The Gender analysis also need to assess perceptions of safety and security for refugees in Egypt especially women and children and to measure practices held in these areas not only awareness.

The analysis on each area of inquiry cuts across CARE’s three domains of gender equality; Agency, Relations and Structures. The analysis shall help identify the key and existing social and gender norms that are relevant to and responsible for perpetuating gender inequalities in the communities in the targeted areas and work on the previously mentioned core areas.

The gender analysis process seeks to collect, identify, examine and analyze information on the different roles of women and men through looking into unequal gender relations, gendered discrimination, gendered-related rights denials, subordination and exclusion influencing rights denials, and factors reducing or exacerbating gendered inequalities including through an intersectional lens.

The Gender Analysis Framework will:



- Enable CARE staff and partners to design, implement and adapt gender-transformative programs and projects that bring equal benefit, empowerment, status and rights realization to women and men in targeted communities in ways that promote social justice, inclusiveness and equality;
- Remain accountable to those in whose lives we hope to see positive change, and minimize unintended harm while contributing to change across genders; and
- Build an evidence base that facilitates documentation and contributes to broader advocacy and social movements in favor of equal human rights for all genders.

Scope of the study:

The gender analysis shall take place in Egypt between March-May 2023. The evaluation is not only searching for intended outcomes, but also for evidence of unintended outcomes (both positive and negative). The study should take place in the following governorates: Greater Cairo, Alexandria, Delta, Upper Egypt (to be determined). Study will focus on both children and adults in refugees and Egyptians communities.

The objectives of the study are as follows:

- Analysis of Gendered power dynamics including in decision making, access to public spaces and services, claiming rights and meaningful participation in public decision-making, control over one's body, violence and restorative justice, and aspirations for oneself
- Analysis of GBV forms and types across communities and spaces in addition to protection mechanisms
- Analysis of harmful gender norms and gendered discriminatory practices that contribute to levels of participation and GBV
- Identify recommendations that support strategic and operational planning and design of programs that address barriers, constraints and capacity needs using an intersectional lens

Intended Users and Use

The findings and processes will be used and shared by relevant stakeholders, including CARE staff & Partners to develop & implement programs and projects.

Approach & Methodology

The gender analysis will take a mixed method approach. The contractor will be responsible for defining the used framework of gender analysis and carrying out the overall analysis with guidance from the CARE team. This will include specification of the techniques for data collection and analysis, structured field visits and interactions with beneficiaries and the evaluation team. Evaluation tools, methodology and findings should be reviewed and validated with various stakeholders and approved by the CARE team.

Primary Data

The collection of primary data should involve mixed methods for data triangulation.

Some of the key stakeholders that must be targeted through the primary data collection include:

- Beneficiaries from all genders.
- Community leaders (including volunteers) in refugees and host communities.
- Community schools and learning centers.
- Grassroot organizations.
- Other stakeholders.

The data collection process will include: coordination of the data collection process and meeting with the stakeholders and filling tools using electronic forms (preferably KoBo forms) and other qualitative tools.

Secondary Data

The process, retrieving existing documents and data, will include key research studies conducted in Egypt over the past years and other resources that may be related.

Expectations

Final Report Requirements

The external evaluator is accountable to maintain the requirements for the content, format, or length of the final report, overall quality and approved timelines. They will produce a comprehensive report that assesses the achievements, relevance, coherence, coverage, effectiveness, efficiency, outputs and early outcomes of Safety, Empowerment and Protection for Syrian and non-Syrian Refugees and Host Communities so far and provide prioritized recommendations to maximize results. To simplify this process, CARE has developed an evaluation report template that can be modified to meet the needs of all project, programs, and initiatives. The contractor will also produce a concise executive summary with visuals and charts of the analysis that would be available for sharing.

Deliverables

- An inception report defining the whole process, approaches, methodology, sampling and tools.
- A detailed final report including results of the study specifying the analysis of specific needs, risks and inequities, a specific analysis on the identified gender gaps and objectives for the gender integration mechanism, analysis of the key gender and social norm barriers, mapping of the respective norm gate keepers and community influencers on the project and program outcome levels.
- A validation workshop using PPT to present the main findings, recommendations and lessons learnt.
- All the deliverables should be submitted in both English and Arabic.

Data Closure:

The external evaluator should deliver, at minimum, all files including: quantitative data sets (raw and refined products), transcripts of qualitative data and others in an easy-to-read format, and maintain naming conventions and labelling for the use of the project/program/initiative and key stakeholders.

CARE requires that the datasets that are compiled or used in the process of external evaluation are submitted to CARE when the evaluation is completed.

- **Data must be disaggregated by gender**, age, nationality and location

- Datasets must be anonymized with all identifying information removed. Each individual or household should be assigned a unique identifier. Datasets which have been anonymized will be accompanied by a password protected identifier key document to ensure that we are able to return to households or individuals for follow up. Stakeholders with access to this document will be limited and defined in collaboration with CARE during evaluation inception.
- In the case of textual variables, textual datasets or transcripts please ensure that the data is suitable for dissemination with no de-anonymizing information **UNLESS** these are case studies designed for external communication and suitable permission has been granted from the person who provided the data. In these circumstances, please submit, with the case study, a record of the permission granted, for example a release form¹.
- Where there are multiple datasets (for example both tabular and textual datasets) identifiers must be consistent to ensure that cases can be traced across data lines and forms.
- CARE must be provided with a final template of any surveys, interview guides, or other materials used during data collection. Questions within surveys should be assigned numbers and these should be consistent with variable labelling within final datasets.
- Formats for transcripts (for example: summary; notes and quotes; or full transcript) should be defined in collaboration between CARE and the external evaluator at the evaluation inception
- In the case of tabular datasets variable names and variable labels should be clear and indicative of the data that sits under them. Additionally, the labelling convention must be internally consistent and a full codebook/data dictionary must be provided.
- All temporary or dummy variables created for the purposes of analysis must be removed from the dataset before submission.
- We require that datasets are submitted in one of our acceptable format types.
- CARE must be informed of and approve the intended format to be delivered at study inception phase. Should this need to be altered during the project CARE will be notified and approval will be needed for the new format.
- The external evaluator will be responsible for obtaining all necessary permissions, approvals, insurance, and other required permits needed for data collection. These include required permits related to data collection from human subjects, including necessary ethical review board approvals (ERB) and health and accident insurance for evaluation team members.

Consultant Qualifications

The consultant should have the following qualifications:

- University Degree or preferably a Master's Degree in a relevant field (social studies, economics, political science, business administration or equivalent).
- Practical background on conducting gender analysis for projects especially for humanitarian projects for refugees and host community (at least two similar projects)
- Strong M&E background
- Experience in conducting both quantitative and qualitative research collection and analysis in humanitarian projects.

¹ All release forms should be agreed in advance with CARE.

- Strong capacity and experience in planning and organizing logistics, including the design and implementation of studies.
- Capacity to store and maintain data in a manner that protects respondents' identities.
- Excellent oral and written Arabic and English communication skills.
- Strong facilitation skills and extensive experience as a researcher.
- Analytical skills

Duration of the Assignment:

- A total of 30 working days is expected for this consultancy. These working days will be disaggregated including travel for field meetings, preparation and report.
- **Consultancy start date and end date:** from 5 April 2023 to, 25th June 2023.

Required External Response to Terms of Reference

A technical and cost proposal based on this Terms of Reference (ToR) is requested from the consultant or consulting firm. The proposal should contain:

1. Detailed plan of action for field work indicating staff-days required
2. Specific roles and responsibilities of the team leader, supervisory chain and other core members of the evaluation team.
3. Schedule of key activities preferably in a format such as a Gantt chart.
4. Detailed budget with justification. The external evaluation proposal should include a reasonable detailed budget to cover all costs associated with the study. This should be submitted by major activities and line items for CARE's review and decision. This includes a break-down of the cost to contract external evaluation team members, international and local travel, and in-country lodging and per diem. Other related costs that might be in the budget include expenditures for hiring local personnel (drivers, translators, enumerators and other local technical experts), translating reports, and renting meeting rooms for presentations/workshops.
5. Updated CV of Team Leader and other core members of the Evaluation Team
6. A profile of the consulting firm (including a sample report if possible).

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)	29%
Previous experience with CARE	1%
Timeframe & commitment	10%
Financial Evaluation	20%

P.S. applications rated less than 50 % in the technical evaluation will be excluded.

Deadline for sending the technical and financial proposal is 1 April 2023 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 **no later than 29 March 2023**, To be sent to Mrs. Nermin Mohamed, Procurement Officer to Nermin.Mohamed@cef-eg.org

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.

Payment schedule:

Payment will be done on four installments through bank transfers:

- First payment: 20% upon receiving and approving Methodology and Tools.
- Second payment: 30% upon completing the Data Gathering/collection + field work expenses (if any).
- Third payment: 20% upon submitting a draft report and being approved.
- Final payment: 30% upon receiving and approving the final report.