Terms of Reference (ToR)

For Conducting an Impact Assessment for the UNHCR Project

From 2021 To 2023

Project Title:

“*Response to and Prevention of Gender-Based Violence*”

Project Implementation Period:

From January 2021 to June 2023

Project Funded by:

United Nations High Commissioner for Refugees (UNHCR)

Implemented by:

CARE Egypt Foundation (CEF)

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# **CARE Egypt Foundation:**

CARE Egypt Foundation, previously known as CARE International, has been operating in Egypt since 1954. The organization’s programming aims to help communities living in poverty meet basic needs, improve their social positions and cope with their challenging environments in ways that are sustainable and empowering.

Underpinning all of CARE’s work is a commitment to strengthening local civil society, promoting human rights and addressing the underlying causes of poverty and injustice, such as poor governance, gender inequity, economic and social exclusion and conflict. CARE places special emphasis on investing in women and girls because its experience shows that their involvement invariably brings long-term benefits to families and communities. CARE Egypt focuses on four main programs: Women’s Rights, Governance and Civic Engagement, Education, and Agriculture and Natural Resources

**For further information, please visit our website:** [www.care.org.eg](http://www.care.org.eg)

# **Women’s Rights Program Brief:**

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).

# **Project Brief**

## **Project Summary**

Egypt has been one of the main countries to welcome refugees. As of October 2022, total number 288,173 asylum seekers and refugees are registered with UNHCR Egypt including 144,683 Syrian refugees and 143,490 other nationalities including African nationalities and Iraqis. The most common nationalities, after Syrians are: Sudanese; South Sudanese; Eritreans; and Ethiopians; followed by 56 other nationalities. The majority of refugees are residing in Cairo, Giza, Alexandria and Qualiobia.

However, female refugees face many challenges, including a lack of income and access to vocational training to promote their skills, leading to difficulty finding employment. Asylum-seekers and refugees in Egypt also face a multitude of protection issues, with gender-based violence (GBV) becoming an increasing concern for refugee and host communities. GBV “is an umbrella term for any harmful act that is perpetrated against a person’s will, and that is based on socially ascribed (gender) differences between males and females.” It is often exacerbated during humanitarian crises when societies destabilize, financial assets vanish, community structures collapse, and populations are most vulnerable. After refugees escape dangers in their home countries, the risk of GBV is also prevalent along their migration routes and in the asylum countries.

GBV is often exacerbated during humanitarian crises, and refugees tend to face an even more heightened risk. COVID-19 has significantly impacted mostly women and girls in the region, with lockdowns leading to an increase in domestic violence. CARE Egypt Foundation (CEF) proposes a one-year project that aims to create an enabling environment to change harmful gender norms, reducing GBV.

Through this project, CARE Egypt Foundation (CEF) addresses the gap in GBV prevention and response, including providing a range of innovate approaches that both support the immediate needs of survivors as well as supporting longer-term changes through empowering women and engaging men to shift harmful gender norms. CEF proposes a one-year project that aims to create an enabling environment to change harmful gender norms, reducing GBV, build the capacities of potential active participants to have a pool of actors and volunteers to enhance community-based protection approaches and to foster resources mobilization.

From the period between 2021 and 2023, the project focuses on the specific goal: to reduce and respond to GBV amongst refugee communities in Greater Cairo, Alexandria, and the North Coast, while enhancing the community-based approaches. **The three expected outcomes for this project are:**

1. Women, Girls, Men & Boys, gained knowledge and awareness on their rights and available GBV services.
2. Women, Girls, Men & Boys are aware and empowered to tackle and combat Gender-Based Violence issues.
3. Persons at risk of GBV received Case Management & Response services.

**Outcome (1)** focuses on raising awareness amongst refugees and empowering them to tackle GBV through awareness sessions that range from sexual and reproductive health awareness sessions to early marriage awareness sessions to legal awareness sessions. Basic psychosocial sessions and self-defence workshops are also provided to refugee and host communities. in addition, the Women- Friendly Space, which is a secure, supportive, and non-discriminatory environment, offers recreational and vocational workshops mainly for girls and women that is available for mainly Syrian, Yemeni, and African refugees as well as Egyptians.

**Outcome (2)** focuses on empowering the community in terms of prevention and response, primarily using a pool of volunteers with the aim of enhancing the Community Based Protection (CBP) mechanism in their communities. The volunteers are trained preliminary techniques for offering basic psychological support to GBV survivors. In addition to that, the volunteers have supported in planning, designing, and implementing 10 initiatives (that included prevention & response measures to address GBV). They have also received Engaging Men and Boys and Social Empowerment Trainings, which will enable them to transfer their knowledge to the rest of the communities by giving awareness sessions. Furthermore, family camps have also been conducted to families with the aim to diminish gender gap in society and to release targeted families from their routine responsibilities in an opportunity to reflect on their own attitudes and behaviors as well as work on their own relationships.

**Outcome (3)** focuses on providing a set of full case management service to GBV survivors, in which case managers provide basic emotional support while primarily focusing on meeting the four pillars of response: Health including access to medical care, Safety and security intervention, psychological support and Legal advocacy.

## **Target beneficiaries:**

*The data presented below has been extracted from the project proposal documents. However, the project teams have surpassed these targets with their performance. Please visit project databases for the achieved targets.*

**Disaggregated by Location**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Year** | **Cairo** | **Alexandria** | **Total** |  |  |
| **2021** | 4,280 | 1,340 | 5,620 |  |  |
| **2022** | 5,145 | 1,531 | 6,676 |  |  |
| **2023** | 4747 | 1187 | 5,934 |  |  |
| **Cumulative** | 14,172 | 4,058 | 18,230 |  |  |
|  |  |  |  |  |  |

**Disaggregated by Age and Sex**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Girls** | **Boys** | **Women** | **Men** | **Total** |
| **2021** | 805 | 521 | 3460 | 834 | 5,620 |
| **2022** | 956 | 619 | 4110 | 991 | 6,676 |
| **2023** | 850 | 550 | 3653 | 881 | 5,934 |
| **Cumulative** | 2611 | 1690 | 11223 | 2706 | 18,230 |

**Disaggregated by Nationality (Refugee/Host)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Refugee** | **Host** | **Total** |
| **2021** | 1,609 | 307 | 5,620 |
| **2022** | 1,911 | 365 | 6,676 |
| **2023** | 1,699 | 324 | 5,934 |
| **Cumulative** | 5,220 | 995 | 18,230 |

# **Objectives and Scope of the Impact Assessment:**

CARE Egypt is seeking to collaborate with skilled consultant or consultancy firm specializing in monitoring and evaluation to conduct an impact assessment for the project starting January 2021 until June 2023. A representative and stratified random sample should be extracted from the project’s databases from 2021, 2022, and mid-2023 for the impact assessment.

The objective of the Impact Assessment is to assess the physical and socio-economic status of the targeted beneficiaries and their communities (all disaggregated by gender, nationality, age, and location). It will also measure the project’s achievement against expected objective and results aligning with set indicators at objective and results levels Using the Focus Group Discussions (FGD) and case studies methods, the aim is to assess beneficiaries' experiences and their perceptions of the projects' effectiveness, document successes, challenges and lessons learned, and develop recommendations for future.

## **The assessment should:**

1. Focus on key indicators required to measure the goals, outcomes, and impact of the planned activities as it was mentioned in the project design documents.
2. Assess how the project was successful in relation to the five evaluation criteria (relevance, efficiency, effectiveness, sustainability, and impact – see ‘General Questions’ section below)
3. In addition to the above, the impact assessment study should discuss:

* Innovation: In what aspects did the project manage to bring innovative solutions to meet the needs of the target groups, provide unique methods to overcome challenges, and demonstrate exemplary approaches within the refugee communities?
* Lessons Learned: What are the key results (both positive and negative), insights, stories, and messages learned from the project worthwhile reporting to improve the design and implementation of the future projects?

1. The proposed Impact Assessment Survey will be used to collect data to measure the impact on both project outcomes and impacts. The Survey will consider having a representative sample from beneficiaries, attribution of impact through interviewing both beneficiaries and non-beneficiaries and provide results for impact level indicators as per the log frame. Both quantitative and qualitative methods will be used by the consultant to assess the impact of the project. The consultant may also be asked to prepare a technical document outlining the survey sampling methodology and roll-out plan.
2. The consultant will be responsible for the development of stratified random sampling method under the guidance of the MEAL Officer. The sampling selection will consider control groups and will be based on beneficiary/non- beneficiary and the project target areas including the targeted provinces, districts, and communes.
3. The Impact Assessment will be undertaken in close collaboration with the relevant staff of the project. The data collection should start in early September 2023.

## **Scope of the Assignment:**

The Impact assessment will measure the values of the indicators placed for the project’s overall objective and the below mentioned outcomes. Below is the list of indicators intended to be measured by the Impact Assessment (all disaggregated by gender, nationality, age, and location). Additionally, the Assessment will aim to answer the following questions:

## **General Questions:**

**Relevance:**

* Was the project design, planned interventions and targeting strategy appropriate given the situation needing improvement?
* How do beneficiaries perceive the relevance of the project and how has the activities implemented improved their lives? Are there any stories of change?
* To what extent was project able to adapt and provide appropriate response to context changes and emerging local needs, and the priorities of beneficiaries?

**Efficiency**

* Were project resources and inputs used in the best possible way to achieve project objectives?
* What would have been opportunities to have cost-efficient without compromising quality?
* Were any alterations made to the program design in terms of implementation phase based on the reality on the ground? - What were the outcomes of these choices for effective and efficient program implementation?

**Effectiveness**

* How appropriate was the original project design for achieving the results that were originally expected?
* How well has the internal monitoring system contributed to the evaluation and to ongoing project implementation?
* What were the helping and hindering factors for the implementation? And how did that affect achieving project’s objective?

**Impact**

* Approximately how many people has the project reached, directly and indirectly?
* To what extent did the project achieve its expected result and contributed towards its objective?
* What are the positive and negative changes produced by the project, directly or indirectly, intended, or unintended?
* To what extent was the project implemented in line with the CARE cross cutting strategies of Gender justice, Inclusive Governance and Resilience?

**Sustainability**

* Are the changes brought about by the project resilient and sustainable? Why or why not?
* To what extent, did the project interventions contributed to build long-term community capacity.

# **Main Tasks and Deliverables:**

1. Meet with the project manager, and the monitoring and evaluation officer to further discuss and agree on the methodology and approach proposed by the evaluator in his/her proposal, collect needed information on the project, and set a time plan including milestones and reporting management with the consultant.
2. Review the project’s documents including the proposal and the evaluation questions.
3. Implement thorough desk review and combine analytically all the gathered information and submit a work plan.
4. Develop data collection tools. Tools will be reviewed and must be approved by CEF before fieldwork.
5. Provide and train a team of data collectors/enumerators on the implementation of the tools.
6. Plan and coordinate field visits with the assistance of the project team for applying the tools and meeting with relevant recipients.
7. Develop an inception Report: The inception report will be delivered to CEF after the initial meeting and desk review have taken place. The report should include the objectives of the evaluation, a detailed plan of how the evaluation will be carried out describing research methodology, qualitative and quantitative survey, proposed guiding questions for key informant, structured, or semi-structured interviews, focus group discussion or other approaches, and proposing the draft data collection questionnaires. The inception report should also provide a clear matrix of roles and responsibilities indicating the persons involved in the evaluation and their roles, the key internal and external stakeholders to be involved, a detailed work plan and timeline including the number of days and persons involved. It should also summarize the preliminary findings and any preliminary hypotheses resulting from the desk review and explain the process for obtaining the participants’ consent and any necessary government approvals. A detailed work plan and data quality assessment should be annexed to the report. The main text of the inception report should not exceed 10 pages. The inception report as well as all the suggested tools should be delivered in Arabic & English.
8. Analyse results of the research
9. Draft evaluation study and submit an initial draft.
10. Incorporate comments, new information, clarifications, and additional inputs received upon agreeing to feedback.
11. Submit a complete final draft to CARE in addition to a short guidance note on how to use the data collection tools and design a PPT that summarizes the whole process and results as well as conduct the presentation to CARE Egypt staff. Final deliverable of Impact Assessment must be in Arabic and English.
12. Consultant must observe CEF’s and UNHCR’s data management and protection guidelines and policies. All project data shared is highly sensitive and confidential.
13. All original datasets/ raw data and questionnaires used must be handed to CARE by the end of the assignment. For any use of the produced materials/reports/documents, other than for the purpose of the project and CARE, the consultant must receive a formal approval from CARE in writing.

# **Consultant’s Qualifications:**

*Technical Requirements*

* Experience working with refugee communities and solid knowledge of the subjects of gender-based violence, gender equality and women’s empowerment, and monitoring and evaluation tools.
* Master’s Degree (or equivalent experience) in international development field and/or research fields
* Working experience with international organizations
* Demonstrated writing and oral communication skills in Arabic and English
* Ability to establish priorities in a time-sensitive environment and meet deadlines with strong attention to detail and quality.
* Specific expertise in research and monitoring and evaluation in Egypt

# **Core Competencies Required**

1. **Situation Awareness**

* Be familiar with existing relevant sectoral programming in Egypt and Alexandria
* Be aware of context, humanitarian situation and cultural practices in target communities.

1. **Design and Writing**
   * Work collaboratively within tight time constraints
   * Identify information gaps blocking the completion of the research and secure the necessary information to complete.
2. **Key Internal Contacts**
   * Women’s Rights Team and MEAL
3. **Reporting lines**
   * Reports to Initiative Manager.
4. **Core Competencies**

* **People Skills:** Ability to work independently and as a team player who demonstrates leadership skills.
* **Communication Skills**: Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CEF. This includes effective negotiation and representation skills.
  1. *Integrity:* Works with trustworthiness and integrity and has a clear commitment to CEF’s core values and humanitarian principles.
  2. *Resilience/Adaptability and flexibility*: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable, and resilient manner.
  3. *Awareness and sensitivity of self and others*: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
  4. *Work style:* Is well-planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills.
  5. *Knowledge and skills:* knowledge of CARE policies and procedures, UNHCR Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.

# **Assessment Phasing & Time Schedule:**

A total of **3 months** is foreseen for this assignment, including planning, inception, training, and reporting.

**Execution of Assignment:**

Consultancy start and end date: From **1 September 2023** to **1 December 2023** (Dates are tentative. Subject to change).

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time Schedule for Impact Assessment Study** | **Week (after contracting)** | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **Inception and Planning** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Development of Methodology** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Development of Questionnaire and Data Management Tools** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Training of Enumerators** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Field Works (data collection and entry)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Analysis and Submission of Draft Report (& Consolidating feedback)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Submission of Final Report** |  |  |  |  |  |  |  |  |  |  |  |  |

# **Coordination and Reporting:**

The Consultant will report on progress to the Initiative Manager of the action, 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:**
2. A brief statement in understanding of the assignment, and general approach to it.
3. A brief description of the methodology proposed to be used in the assignment, including data analysis techniques for surveys and focus group discussions.
4. 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.
5. A work sample of a previous evaluation assignment with a similar scope
6. Consultant CV
7. It should indicate a complete list of deliverables and a proposed timeframe.
8. **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.

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

|  |  |
| --- | --- |
| **Evaluation type** | **Percentage** |
| Qualifications | 10% |
| Service proposed (Methodology of work and expected results) | 35% |
| Experience (CV/ profile should be included) | 20% |
| Timeframe & commitment | 10% |
| Financial Evaluation | 25% |

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

**Deadline for sending the technical and financial proposal is 20 July, 2023**, **Financial proposal should include Taxes and other expenses (if any)**, to be sent to CARE Egypt Foundation – Att. Nancy Rizkallah, Supply Chain Supervisor to ([nancy.rezkallah@cef-eg.org](mailto:nancy.rezkallah@cef-eg.org)), and ([hady.farid@cef-eg.org](mailto:hady.farid@cef-eg.org)) with subject (Impact Assessment Consultancy 2023) / Prevention and Response to Sexual and Gender-Based Violence for Refugees, Asylum Seekers and Host Communities in Egypt . Any proposals received after the deadline mentioned, will not be considered. Thus, please ensure that the proposal should be received at CARE email inbox no later than 20 **July 2023**.  Please accept our apology for not giving any exceptions or accepting any justification for late receive.

Please feel free to contact us via email for any further details or inquiry via email prior **19 July,2023**)

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.

**Payment Schedule:**

All payments should be made 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