

# **Terms of Reference (ToR)**

## **For Conducting a Baseline Survey**

### **Project Title:**

*Activating the Role of Young People in Public Services Through Social  
Accountability*

### **Project Implementation Period:**

March 2023 – May 2024

### **Project Funded by:**

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

### **Implemented by:**

CARE Egypt Foundation (CEF)

## **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**

The goal of the project is to promote social participation and achieve gender equity by facilitating access to public services through dialogue between health service providers and recipients. It aims to engage male and female youth as well as People with Disabilities (PwD) in the local decision-making process. CARE Egypt is focused on increasing the impact of youth in service provision to improve overall health outcomes. To achieve this, the project will utilize knowledge and materials from official bodies such as research centers, ministries, and relevant authorities.

The project will be implemented in Assiut and Sohag with a specific focus on enhancing sexual and reproductive health services. It will employ a social accountability methodology and a participatory approach, using tools like the gender-responsive Citizen's Charter that is inclusive of PWD. Gender equity will be promoted throughout the interventions, incorporating the gender integration and mainstreaming index based on the gender equality framework (Agency, Relationship, and Structures). Stakeholders and power imbalances will be analyzed to bridge gaps and address gender imbalances within relationships.

The methodology aims to develop a concise document in consultation with health service providers and recipients. This document will outline service evaluation criteria and methods, providing citizens with necessary information about the services provided by governmental bodies. Additionally, it will regulate communication channels between service recipients and providers, seeking their opinions on service quality and methods of improvement. The project will also establish a grievance system to build trust between the parties involved and involve Civil Society Organizations (CSOs), youth groups, and service providers in its implementation.

### **The main goal of the project is:**

Strengthening the social engagement of male/female youth and achieving gender equality for the services offered by the health units by supporting the channels of dialogue between service providers and recipients; to facilitate the reach of general services to the marginalized groups, particularly young men and women and PWDs, as well as their integration in decision-making.

### **The three outcomes of the project are:**

1. Organized civil and youth society that is well-informed and has the ability to engage with influencers in decision-making formally and informally.
2. Efficient mechanisms for engagement in decision-making between service providers and recipients (particularly male and female youth and PWDs)
3. Decision-makers more responsive to the needs of male/female youth and PWDs, and subject to the principles of accountability and transparency

## Target beneficiaries:

The project is expected to achieve the following targets:

**Disaggregation:** Youth are individuals within the age range of 15 to 29 years. 50% males, 50% females, and **20% of the youth will be people with disabilities.**

Governorate	Target
Assiut	80 youth + 20 service providers + 100 community members
Sohag	80 youth + 20 service providers + 100 community members
<b>Grand total</b>	160 youth + 40 service providers + 200 community members

## Overview of the Survey

The purpose of the baseline survey is to gather initial data and establish a benchmark against which the project's progress and impact can be measured. The overview section of the project outlines the main objectives and responsibilities of the consultant firm assigned to carry out the baseline survey.

The overview section sets the context by emphasizing the importance of considering impact evaluation right from the beginning of the project, rather than waiting until the project's conclusion. This highlights the significance of integrating impact evaluation considerations into the design and implementation of the baseline survey.

## Specific Tasks of the Consultant Firm

1. **Designing the survey methodology:** The consultant will be responsible for developing a comprehensive survey methodology that aligns with the project's objectives and captures the required data. This includes determining the sample size, sampling technique, survey instruments, and data collection procedures.
2. **Developing the survey tools:** The consultant will create the necessary survey tools, such as questionnaires or interview guides, to collect data from the identified target population. The tools should be designed in a clear and concise manner, ensuring they capture all the required information accurately.

3. **Conducting fieldwork:** The consultant will oversee and manage the actual data collection process in the identified governorates (Assiut and Sohag) and respective cities/administrative divisions. This involves coordinating with local organizations, recruiting, and training survey enumerators, ensuring the survey is administered properly, and addressing any issues or challenges that arise during data collection.
4. **Ensuring representative sampling:** The consultant will implement a stratified sampling approach to ensure the sample is representative of the target population, ensuring that 50% of the population are girls and women, and 20% are PwD. They will work closely with local organizations and stakeholders to identify and recruit participants from diverse backgrounds, including different genders, disability statuses, and communities within the selected governorates.
5. **Analyzing and interpreting data:** Once the survey data is collected, the consultant will be responsible for analyzing and interpreting the findings. This includes cleaning and organizing the data, applying appropriate statistical techniques, and generating meaningful insights and conclusions. The consultant should present the results in a clear and concise manner, highlighting key trends and patterns.
6. **Preparing a baseline survey report:** The consultant will compile the survey results and prepare a comprehensive baseline survey report. The report should include an executive summary, methodology, findings, analysis, and recommendations for future interventions. The consultant should ensure the report adheres to established quality standards and is delivered within the agreed-upon timeline.
7. **Collaborating with project stakeholders:** The consultant will work closely with project stakeholders, such as the project team, local organizations, and government officials, to ensure alignment of the survey objectives with the project goals. Regular communication and coordination will be essential to address any concerns, provide updates, and seek input throughout the survey process.
8. **Adhering to ethical guidelines:** The consultant must uphold ethical standards in all aspects of the survey, ensuring participant confidentiality, informed consent, and the responsible use of collected data. They should follow local and international guidelines for research involving human subjects, such as obtaining necessary approvals or permissions, and safeguarding participants' rights.
9. **Providing recommendations:** Based on the survey findings, the consultant should provide actionable recommendations that can inform future project interventions and initiatives. These recommendations should be practical, evidence-based, and address the identified needs and challenges of the target population.

10. **Collaboration and reporting:** The consultant should maintain regular communication with the project team, provide progress updates, and promptly report any issues or challenges encountered during the survey process. They should actively collaborate with the project team to ensure the survey's successful implementation and integration into the overall project framework.

## Data Collection

An appropriate mix of qualitative and quantitative methods will be used to gather and analyze data/information. Final detailed baseline methodology will be developed in consultation with the CARE project team. This baseline survey encompasses secondary data as well as primary data based on the results framework and its indicators of the project. Consultant must propose a methodology and plan for this baseline assessment which will be approved by CARE project team. Ensuring the credibility and accuracy of data/ information gathered through various tools, is required.

The following methodology can be utilized for data collection, but should not be limited to:

1. Desk review will cover indicators, efforts, systems and accountability mechanisms in place to incorporate the ideas, knowledge and attitudes of youth and decision-makers in health units towards sexual and reproductive health, family planning, and roles and rights of girls and women and people with disabilities in Sohag and Assiut
2. Interview of youth from targeted communities and service-providers/decision-makers working in health units

- Key informant interviews (KIs)
- Focus Group Discussions (FGDs) with youth and health units' staff (service-providers) and decision-makers

## Key Outputs and Deliverables:

The consultant will report progress regularly to the CARE focal point. It is expected that consultant submit four reports as follow:

- Inception report and work plan: Consultant will have a meeting together with CARE project team to understand the project and to collect required documents such as project proposal, results framework, etc. in addition, before preparing inception report, the consultant will engage with CARE project team to come to a consensus on the baseline assessment methodology, field visit plan, sampling and so on. The draft inception report should include a detailed methodology including stakeholder

map, baseline frame work along with tools to be used to gather data/information, details of data collection instruments, quality assurance mechanism of data /information collection, sampling, deliverables, work plan (timeline) and division of labor, if it is a team work.

- Brief presentation after the field work on preliminary findings: consultant will present the preliminary findings of field work to CARE team.
- Draft Report: Consultant will submit the preliminary results of the baseline assessment after completion of data gathering and data/information analysis.
- Final report: Final report will be submitted after presenting the result of survey to the PBF team and incorporating feedback which is received during the presentation. The final report should include the completed analytical framework of baseline assessment. Review and revision process from the draft report stage to the final report should not exceed 2 weeks. The final report should include followings: Acronyms -Introduction -Executive Summary -Methodology -Limitation - Findings -Conclusion and recommendations – Appendix

\*Consultant will submit electronic and hard copies of all reports. Power point presentation of the findings will also be expected from the consultant.

## **Consultant's Qualifications:**

### *Technical Requirements*

- Experience working in the field of gender equality and women's empowerment and with integrating people with disabilities and solid knowledge of the subjects 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.

### **2. Design and Writing**

- Work collaboratively within very tight time constraints

- Identify information gaps blocking the completion of the research and secure the necessary information to complete.
3. **Key Internal Contacts**
- Women's Rights Team and MEAL
4. **Reporting lines**
- Reports to Initiative Manager.
5. **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.
    - a. *Integrity:* Works with trustworthiness and integrity and has a clear commitment to CEF's core values and humanitarian principles.
    - b. *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.
    - c. *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.
    - d. *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.
    - e. *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 **20 work days** is foreseen for this assignment, including planning, inception, training, and reporting.

### **Execution of Assignment:**

Consultancy start and end date: From **24 July 2023** to **15 August 2023** (Dates are tentative. Subject to change).



Time Schedule for Impact Assessment Study	Work Days (after contracting)							
	1-3	4-5	6-7	8-10	11-13	14-15	16-17	18-20
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								

### Conditions of Implementation:

Interested applicants should submit the following documents in their offers:

**1. Technical Proposal:**

- a. A brief statement in understanding of the assignment, and general approach to it.

- b. A brief description of the methodology proposed to be used in the assignment, including data analysis techniques for surveys and focus group discussions.
- c. 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.
- d. A work sample of a previous evaluation assignment with a similar scope
- e. Consultant CV
- f. It should indicate a complete list of deliverables and a proposed timeframe.

**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.

**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)	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.*

**Payment Schedule:**

All payment should be linked with deliverables.