**Terms of Reference**

**Consultancy:**

**Ending Violence against Women’s and Girls in Egypt**

**( EVAWG)**

**For**

**CARE Egypt Foundation**

**CARE Egypt Foundation:**

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](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bing.com%2Fmaps%3F%26ty%3D18%26q%3DQesm%25201st%2520Nasser%2520City%252C%2520Cairo%252C%2520Egypt%26satid%3Did.sid%253A432a45b5-5eab-ba46-5650-53b220c63f51%26vdpid%3D7263824013959364620%26mb%3D30.086544~31.313341~29.978529~31.435341%26ppois%3D30.032536506652832_31.374341011047363_Qesm%25201st%2520Nasser%2520City%252C%2520Cairo%252C%2520Egypt_~%26cp%3D30.032537~31.374341%26v%3D2%26sV%3D1%26FORM%3DMIRE%26qpvt%3D%25D9%2582%25D8%25B3%25D9%2585%2B%25D8%25A3%25D9%2588%25D9%2584%2B%25D9%2585%25D8%25AF%25D9%258A%25D9%2586%25D8%25A9%2B%25D9%2586%25D8%25B5%25D8%25B1%25D8%25A7%25D9%2584%25D9%2582%25D8%25A7%25D9%2587%25D8%25B1%25D8%25A9&data=04%7C01%7CRana.Dimitri%40care.org%7C1943b043a2d44a1e9d4708d9c2dcbe84%7Ce83233b748134ff5893ff60f400bfcba%7C0%7C0%7C637755075674438593%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=zrh%2BE7gyx22FaGUakIvJ32SEvhs579zk2n7huFbhjto%3D&reserved=0), 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.

**Insert the program name**

CARE Egypt Foundation for Development is starting an new project Ending Violence Against Women and Girls (EVAWG) is a groundbreaking program to prevent and respond to violence against women and girls (VAWG) in Egypt with a specific focus on Child, Early, and Forced Marriage (CEFM), Female Genital Mutilation/Cutting (FGM/C), and Seasonal Marriage.

Working in an anticipated 12 communities across Behera, Dakahlia, Sharkia, Assuit, Sohag, and Fayoum, anticipated results include reaching 175,000 direct beneficiaries (and up to 15 million with media outreach) and 1 million indirect beneficiaries.

**Insert the initiative name**

Ending Violence against Women’s and Girls in Egypt ( EVAWG)

**Scope of Work and Deliverables**

1. Desk review for all project documents and MEL plan.
2. Design the annual planning needed templets for partners.
3. Design the annual planning template for the annual planning document according to USAID requirements.
4. Set a timeline for the implementation of the process with all consortium members to ensure end it by mid-November.
5. Lead the planning workshop with project’s team and partners (2 days)
6. Participate in reviewing the partners suggested plans and provide feedback.
7. Compile all plans in one document, write and finalize the full document for USAID.

**Consultant’s Qualifications:**

Solid previous experience with similar assignments in USAID projects, and familiar with USAID needed formats for this assignment.

**Consultancy Level of Effort**

Up to (15) working days is foreseen for this assignment including preparation and reports.

**Specific Tasks, Outputs and Time Frame**

|  |  |  |
| --- | --- | --- |
| Tasks | Outputs | No. Days/ Time Frame |
| Desk review for all project documents and MEL plan |  | 3 days |
| Design the annual planning template for the annual planning document according to USAID requirements. |  | 3 days |
| Set a timeline for the implementation of the process with all consortium members to ensure end it by mid-November. |  | 2 days |
| Lead the planning workshop with project’s team and partners |  | 2 days |
| Participate in reviewing the partners suggested plans and provide feedback. |  | 3 days |
| Compile all plans in one document, write and finalize the full document for USAID |  | 2 days |

**Execution of Assignment:**

Consultancy start and end date: From 3 /10 / 2023 to 15 /11 /2023.

**Coordination and Reporting:**

The Consultant will report on progress to (Vivian Thabet /Chief of Party of the project) who shall within 5 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.
   * 1. A brief statement in understanding of the assignment, and general approach to it.
     2. A brief description of the methodology proposed to be use in the assignment, including techniques and tools,
     3. 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.
     4. Consultant CV
     5. It should indicate a complete list of deliverables and a proposed time-frame.
2. Financial Proposal:

The financial proposal should include a taxes and 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

**Deadline for sending the technical and financial proposal is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **Financial proposal should include Taxes and other expenses (if any)**, to be sent to CARE Egypt Foundation –

\* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  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 (pls. insert a date)

**(2 pm)**

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 (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.