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**Prospect: Comprehensive Education Project**

**Terms of Reference**

**Final Evaluation Study 2021-2023**

**Background:**

**CARE International in Egypt:**

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.

**Education Program Brief:**

The objective of the Education program is to create opportunities for children, living in poverty in Egypt from 6-18 years, to enjoy their right to quality education and become empowered citizens in their communities with increased opportunities to realize their full potential and rights. Barriers preventing the realization of this objective are many and are multi-faceted. Thus, the program adopts a multi-dimensional strategy that aims to tackle a multitude of factors contributing to the weakening of educational services in Egypt. It is believed that when improved household incomes, increased students’ exercise of leadership in households and communities, and access of all children to quality basic education opportunities are achieved together; simultaneously with changed norms, attitudes and behavior and effective policy regulation; the program objective will be achieved.

The program seeks to directly influence the quality of education provided by the schools through building the capacity of school staff (teachers, social workers, school administration, etc.), activating structures/mechanisms (board of trustees, student unions, teacher training units, child protection committees, etc.) that can guarantee sustainability of the interventions, improving the physical environment of schools (through renovation), engaging the community and other stakeholders in education (local NGOs, government partners, etc.), and supporting policy-makers in replicating successful models across the nation along with advocacy for policy change when relevant.

**Project Brief:**

Egypt is considered a destination and transit country for increasing large influx of refugees and migrants. The Government of Egypt has been granting refugees access to services on equal footing as the host community including access to free public education for children of Syrian, Sudanese, South Sudanese, and Yemeni nationality.

However, schools and teachers are still in need of being capacitated with the trainings addressing refugee-specific topics and children’s needs. Furthermore, forcibly displaced women and girls are at stake of exacerbating gendered barriers in Egypt’s context whereas arrays of gender-based violence and harmful practices against them are embedded and tolerated at large. According to the Country Vision note under the PROSPECTS agreement, there are four main areas of interventions to respond to the identified gaps under the education section.

Thence, the project is aiming to address the needs of these four areas, namely: improve quality of education through active learning not rote learning; teaching skills and classroom management; teachers’ awareness raising on refugee children’s specific needs; and life skills and citizenships development. Therefore, CARE Egypt and UNICEF will work in partnership together to implement parts of the PROSPECTS project over the period from February 2021 to December 2023. CARE Egypt’s work with UNICEF over the past years’ manifests not only successful activity implementations, but most importantly significantly achieved outcomes. This abundant partnership year after year resonates the constant renewal of this collaboration following the great impact and effectiveness of the interventions in refugee and migrant’ communities of different nationalities and across several governorates.

The project focused on girls’ empowerment overall and particularly on promoting STEAM for girls. Moreover, one of the successful interventions between CARE and UNICEF is the Learning Hub (LH) model that will scale up and enclose new activities such as Fab Labs focusing on incorporating technology and innovative skills to create an enabled generation, particularly girls, capable of achieving Egypt’s Vision 2030.

The project was carried out to benefit refugees and Egyptians attending community schools and learning centers in six governorates: Cairo, Giza, Damietta, Alexandria, El-Sharqia, and El Qalyubia. The total target audience was 13,237 individuals within the age group of 6 to 17.

**Overall objective:**

Enhancing Equitable Access to Educational Services for Marginalized Children, including refugees and migrant children, in Egypt

**Project outcomes:**

* Improve the skills and capacities of the teachers and volunteers
* Develop and improve skills (21st-century skills, life skills, technical skills) for children, adolescents, and adults in public schools, community schools, and the LHs
* Improve children, and adolescents’ knowledge and skills about STEAM education opportunities.

The project is on 2 phases: Phase 1 starts February 2021 till April 2022 and Phase 2 starts January 2023 till December 2023.

**Objective of the Assignment:**

CARE Egypt is seeking the services of a professional consultant/ consultancy firm in the field of monitoring and evaluation for an assignment with the objective of conducting an End line study for the project.

The objective of the assignment to conduct an end line study for the project. This study will:

* The primary objective of this final evaluation is to assess the effectiveness and impact of the project. The evaluation aims to provide insights into the project's outcomes, identify areas of success, and offer recommendations for improvement. Additionally, the evaluation will focus on assessing the learning hub journey and its impact on the children.
* The Evaluation should focus on key indicators required to measure the goals, outcomes and impact of the planned activities as it was mentioned in the Project’s Logical Framework and CARE Global Indicators.
* The project did not have a baseline. Consequently, the consultant will employ a control group comparison methodology by establishing a group that did not receive the intervention and comparing their outcomes with the group that did.
* Measure the 6 evaluation criteria which are: effectiveness, efficiency, impact, coherence, relevance and sustainability of the projects.
* Capture challenges that were faced during implementation of defined activities as well as strategies that were adopted to overcome the challenges. In addition, the study will identify lessons learned, linking them to the wider context in designing similar projects.
* Develop specific and practical recommendations to guide future program management and design.

**Methodology:**

1. The Final Evaluation 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 and CARE Global Indicators.
2. Both quantitative and qualitative methods will be used by the consultant to assess the impact of the project. A statistically sound sampling methodology will be designed in collaboration with the MEAL Officer.
3. The consultant will be responsible for the development of random sampling method. The sampling selection will consider control groups and will be based on beneficiary/ nonbeneficiary and the project target areas including the targeted provinces, districts, and communes.

 **Deliverables:**

* Meet with the project’s Manager, and the MEAL 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.
* Review the project’s documents including the proposal and the logical framework;
* Implement thorough desk review and combine analytically all the gathered information, and submit a work plan.
* Develop data collection tools. Tools will be reviewed and must be approved by CARE before fieldwork.
* Provide and train a team of enumerators on the implementation of the tools.
* Plan and coordinate field visits with the assistance of the project team for applying the tools and meeting with relevant recipients
* Inception Report: The inception report will be delivered to CARE 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 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 permissions. 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 should be delivered in English. Suggested tools must be delivered in both Arabic and English.
* Draft the evaluation study and submit an initial draft including 3-4 pages executive summary that presents the key points of the different sections.
* Incorporate comments, new information, clarifications and additional inputs received upon agreeing to feedback
* 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 must be in both languages; Arabic and English.
* Validation workshop to be conducted using a PowerPoint presentation of preliminary findings
* 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.
* The consultant will provide the suggested sampling methodology and size. CARE will review and decide whether to approve it or if any further modifications or changes are needed. All the collected data should be disaggregated by age, sex, location, sponsorship status and disability if existed.

**Data Disclosure**

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.

* 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.

NOTE: 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.

**Consultant’s Qualifications:**

**Technical Requirements**

* Strong knowledge of child protection, the education sector, and monitoring and evaluation tools.
* Master’s Degree (or equivalent experience) in international development field and/or research fields
* Proven track record on conducting final evaluations (at least two similar studies) including qualitative and quantitative data collection.
* Extensive experience (not less than 5 years) in project research, monitoring and evaluation in Egypt.
* Working experience with international non-profit organizations
* Demonstrated writing and oral communication skills
* 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
* The evaluator will be responsible for obtaining the necessary permissions to implement the research data collection at the local and national levels.

**Competencies Required**

1. Situation Awareness

* Be familiar with existing relevant sectoral programming in the country and/or region
* Be aware of context, humanitarian situation and cultural practices in target communities

2. 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.

3. Key Internal Contacts

* Education Program Teams.

4. Reporting lines

* Reports to Project Manager and MEAL Officer.

**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 CARE. This includes effective negotiation and representation skills.
* Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
* 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.
* 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.
* 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.
* Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
* **The evaluation will be based on the following criteria according to the submitted documents:**

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| --- | --- |
| **Evaluation type** | **Percentage** |
| Qualifications  | 10% |
| Service proposed (Methodology of work and expected results) | 30% |
| Experience (CV should be included) | 10% |
| Timeframe & commitment | 10% |
| Financial Evaluation | 40% |

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

**Execution of Assignment:**

Consultancy start and end date: **From 10 December 2023 to 30 December 2023**

**Coordination and Reporting:**

The Consultant will report on progress to the Project 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.**
	* 1. A brief statement in understanding of the assignment, and general approach to it.
		2. A brief description of the methodology proposed to be used in the assignment, including data analysis techniques for surveys and focus group discussions.
		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. A work sample of a previous evaluation assignment with a similar scope
		5. Consultant CV
		6. It should indicate a complete list of deliverables and a proposed time-frame.
		7. A list of related previous experiences

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| --- | --- | --- |
| Date of project/duration | Partners contacts | Description of the study  |
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1. **Financial Proposal:** The consultant is requested to submit a firm fixed price offer separate from the technical proposal. The financial proposal should include a breakdown for the cost.

Note: CARE will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement (based on the proposal submitted’ please ensure that it is included in the proposal).

**Consultant Professional Service Fees**- will be subject to taxation

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| --- | --- | --- | --- |
| Description | Rate in EGP | Number Days | Amount |
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**Consultant Administrative Costs** (Such costs could include others costs, transportation, materials / printing, data collectors fees, translation costs, ....,… etc. ) – may not be subject to taxation

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| --- | --- | --- | --- |
| Description | Unit Cost in EGP  | QTY | Amount |
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**Deadline for sending the technical and financial proposal is December 9, 2023 end of day, Financial proposal should include Taxes,** to be sent to CARE International in Egypt – via CARE website (<https://care.org.eg/consultancy/>),

**\*** Any proposals not submitted via the website or 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 **December 9, 2023 end of day.** Please accept our apology for not giving any exceptions or accepting any justification.

Please feel free to contact us via email Please feel free to contact us via email (..........@cef-eg.org) for any further details or inquiry prior

Proposals will be assessed against weighted criteria that include understanding of the task; proposed methodology; submitted documents as per the above requested documents in the technical proposal, previous experience and value for money.

CARE Egypt will respond to applicants with its decision within 3-5 working days from the proposal

deadline.

CARE 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.

No down payment (advance) can be provided / accepted by CARE.

* First payment: 20% from the agreement total value upon receiving and approving Methodology and Tools.
* Second payment: 30 %from the agreement total value upon completing the Data Gathering/collection.
* Third payment: 30% upon submitting a draft report and being approved.
* Final payment: 20% from the agreement total value upon receiving and approving the final report.