Terms of Reference (ToR)

Consultancy: Worlee

Project Title:

Development of a scalable risk analysis tool as the basis for preventive and remedial measures for suppliers in Egypt, with a special focus on gender equality

Project Implementation Period:

August 2023 – July 2024

Project Funded by:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

Implemented by:

CARE Egypt Foundation for Development (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**

Egypt is identified as a sourcing country with significant human and workers' rights risks, particularly in the areas of freedom of assembly, occupational safety, and child labor. Discrimination, especially in terms of gender equality, poses a high potential risk. Vulnerable groups often face challenges advocating for their rights due to dependencies and unequal power relations. The economic empowerment of women and the creation of safe, non-discriminatory job opportunities are crucial for sustainable development. Gender equality is highlighted in the Egyptian women's strategy 2030, emphasizing the need to expand women's employment options, increase workforce participation, and ensure equal opportunities in various sectors. Despite these goals, discriminatory practices persist, exacerbated by weak monitoring and accountability mechanisms for non-compliance with the law.

# The project will be implemented in Cairo, Fayoum and Aswan. It will employ a participatory approach, using tools like desk review and interviews. Promotion of workers’ rights and gender equity will be promoted throughout the interventions.

# The methodology aims to develop a concise document to serve as a methodology and assessment tool for the business partner to assure the respect of workers’ rights within their supply chain.

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

Many business-based Women’s Economic and Social Empowerment (WESE) interventions fail to tackle deep-rooted issues (such as gender inequality, discriminatory laws, unsafe working conditions) and thus their impact is short-lived. This is because complex WESE issues cannot be adequately addressed without first developing the right tools to correctly identify the areas that need improvement.

A comprehensive approach requires working with private sector firms, their management, women workers as well as their communities to support a shift to gender- transformative policies and practices and an equitable enabling environment that have the needs and rights of women workers at their centre. As a food processing supply chain actor based in an industrialized country, Worlée has an important link to the risks or violations in its upstream supply chains. Worlée could use its influence on suppliers to improve the human and workers’ rights situation of women and other marginalized groups – provided Worlée has knowledge about risks and / or violations in its supply chains.

**The outcomes of the project are:**

1) Develop and test a scalable risk assessment methodology and tools in order to identify existing risks in regard to human and workers’ rights, particularly to gender, in agricultural supply chains.

2) Develop and test an approach to derive preventive and remedial measures to improve, protect and promote gender equality, diversity and worker’s rights in agricultural supply chains.

# **Target beneficiaries:**

The project is expected to achieve the following targets:

Workers and farmers of the pilot supplier and sub-suppliers of Worlée (of 1 factory & 3 farms).

The project addresses about 300 rights holders in the processing and cultivation of herbs and spices in Worlée's upstream selected pilot supply chains: workers in the factory of the pilot supplier and associated farming families in Fayoum and Aswan, Egypt. With a focus on gender equality, activities focus in particular on vulnerable groups such as women and minorities.

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| --- | --- |
| **Governorate** | **Target** |
| Cairo | 45 employees and workers |
| Fayoum | 77 farmers |
| Asswan | 38 farmers |
| **Grand total** | 160 youth + 40 service providers + 200 community members |

# **Overview of the Consultancy**

# CEF is seeking a qualified and dedicated consultant/team to oversee the project component focused on developing an assessment methodology and tool to allow us to measure worker’s rights and gender equality within the workplace.

# The consultant will be in charge of working with other professionals and project team members to create an assessment tool and training materials on workers’ rights.

# **Specific Tasks of the Consultant Firm**

1. **Assist in designing an assessment methodology and tool:**

Designing a participatory and scalable assessment tool and methodology to allow the business partner to measure the level of respect of workers' rights specially women within their supply chain.

1. **Support in analyzing interview results and write recommendations:**

The consultant will assist the team members with reviewing

1. **Be part of the team who will design and implement training materials:**

The consultant will be responsible for developing a comprehensive training manual on workers’ rights that will be delivered to farmers and employees.Final manuals will be reviewed in consultation with the CARE project team.

1. **Collaborate and communicate with team and project stakeholders:**

The consultant should maintain regular communication with the project team, provide progress updates, and promptly report any issues or challenges encountered during the whole process. They should actively collaborate with the project team to ensure the successful implementation of the assignment and integration into the overall project framework.

1. **Adhere to ethical guidelines:**

The project is promoting inclusivity of all workers. The consultant must uphold ethical standards in all aspects of the consultancy, including ensuring participant confidentiality and safeguarding participants' rights.

**Key Outputs and Deliverables:**

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

* Draft assessment methodology and tool tools that will allow us to understand where an entity/ firm stands in terms of gender equality, diversity at the workplace as well workers’ right in general.
* Draft training manuals: Consultant will have a meeting with CARE project team to understand the project and review required documents such as project proposal, logical framework, training materials on other components of the project etc.   
  After that, the consultant will submit and present the draft of the training manuals to CARE team.
* Pre and post survey: Consultant will design a pre/post survey to assess the impact of the training on the participants.

\*Consultant will submit electronic and hard copies of all reports.

# **Consultant’s Qualifications:**

*Technical Requirements*

* Experience working in the fields of gender equality and workers’ rights.
* Experience in designing tools to assess gender equality and workers’ rights.
* Experience in designing training materials and workshops.
* 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 fieldwork in Egypt and preferably agricultural sector.

# **Core Competencies Required**

1. **Situation Awareness**

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

1. **Design and Writing**
   * Work collaboratively within very tight time constraints
   * Identify information gaps blocking the integration of people with disabilities and addressing these topics in a culturally sensitive manner in the training manuals.
2. **Key Internal Contacts**
   * CARE Women’s Rights Team.
3. **Reporting lines**
   * Reports to Initiative/Project 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, International Codes 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 **15 working days** is foreseen for this assignment, including planning, inception, training, and reporting.

**Execution of Assignment:**

Consultancy start and end date: From **20 February 2024** to **30 June 2024,** (Dates are tentative. Subject to change).

**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.
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 assignment with a similar scope
6. Consultant CV
7. It should indicate a complete list of deliverables and a proposed timeframe.
8. **Financial Proposal:**
   1. 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.
   2. Consultant MUST be able to provide tax invoices.

**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 / Technical plan | 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 and will be settled against tax invoices.