



CARE Egypt Foundation

Terms of Reference

Hiring Recruitment Agency



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, 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.



Introduction

CARE Egypt is hiring a Chief Executive Officer (CEO), which represents the highest-ranking executive in the organization and acts as the main point of communication between the Board of Trustees (BoT) and the executive management team as well as the key connector with CARE International. S/he co-develops and leads CARE's strategy and operations of the foundation in Egypt towards CARE's vision of "Envisioning an Egypt where everyone enjoys economic opportunities, equality, and social justice in their lives" and drives for impacts that benefit women and girls, address injustice and discrimination, and enhance the lives of poor and vulnerable communities.

The CEO is responsible for overseeing the development, funding, and implementation of the CARE Egypt strategy and a program portfolio (including emergency programming) that effectively addresses the underlying causes of poverty in line with CARE's programming principles. S/he must also ensure that all systems are in place and being properly implemented to ensure the effective, efficient, and successful management, well-being, and safety of CARE staff and the proper stewardship of CARE resources. The CEO is responsible for promoting gender equity and diversity and ensuring an organizational culture where CARE core values—excellence, integrity, diversity, learning, and equity—are practiced, teamwork is encouraged, and all staff feel valued. He or she is responsible for establishing and maintaining good working relationships with government officials, donors, and other partners.

Objective of the Assignment:

Hiring a recruitment agency to support in recruiting the new Executive Director for the foundation.

Recruitment agency 's Qualifications:

Deep understanding of the non-profit sector: Experience placing Executive Directors in NGOs: The agency should have a proven track record of success in the non-profit sector, understanding the unique challenges and opportunities of NGOs.

Strong focus on mission alignment and cultural fit: The agency should be able to articulate a genuine understanding of the foundation's mission, vision, and values.

Cultural assessment skills: Beyond technical skills, the agency should be able to assess a candidate's cultural fit with our foundation. This includes evaluating the leadership style, communication skills, and ability to work collaboratively with a diverse team.

Access to a diverse pool of talent: The agency should have a network of qualified candidates with experience in the non-profit sector. They should be able to identify candidates from a variety of backgrounds and perspectives.

Utilization of specialized assessment tools: Beyond traditional resumes and interviews, the agency should use psychometric testing, leadership assessments, and simulations to evaluate candidates' skills, abilities, and cultural fit.

Community engagement and stakeholder involvement: Involving key stakeholders in the search process can be beneficial. The agency should be willing to work with your board of trustees, staff, and volunteers to gather input and ensure the chosen candidate is the right fit for the entire organization.



Fees and cost structure: Understand the agency's fees and payment model upfront. Compare different agencies to find one that offers a competitive and transparent fee structure.

Client testimonials and references: Ask for references from previous clients and inquire about their experience working with the agency on Executive Director searches for NGOs.

Team composition and expertise: Meet the team who will be managing the search. Ensure they have experience in non-profit recruitment and possess the necessary industry knowledge and passion.

Consultancy Level of Effort

A total of one month contract duration

Execution of Assignment:

Consultancy start and end date: From 15th Feb – 15th March, 2024

Assignment location: -

Nasr city, Cairo

Coordination and Reporting:

The Agency will report directly to Dina Mikhael / Operations' Deputy Director who shall within 7 working days of receipt notify the Agency of its decision concerning the documents or reports received.

Conditions of Implementation:

Interested agencies should submit the following documents in their offers:

1. **Technical Proposal.**

- i. A brief statement in understanding of the assignment, and general approach to it.
- ii. A brief description of the methodology proposed to be use in the assignment, including techniques and tools,
- iii. 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.
- iv. Agency 'portfolio
- v. It should indicate a complete list of applicants and criteria of screening the CVs.

2. **Financial Proposal:**

The financial proposal should include 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 12th Feb,2024, 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 12th Feb, 2024
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 12th Feb, 2024

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
