**UNFPA Project**

**Towards Ending FGM & Early Marriage in Assiut**

**Sohag, Menyia & Beni Suef**

**Terms of Reference**

**Volunteer Capacity Building Retreat**

**CARE Egypt foundation**

CARE Egypt Foundation has been operating in Egypt since 1954. Its programming aims to help communities living in poverty

meet basic needs, improve their social positions and cope with their challengin 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**

**Background**

The Women’s Rights 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.

One of the main issues women face as gender based violence is domestic violence, however, harmful practices

still widely prevail within the society’s traditions. Female Genital Mutilation (FGM) and early marriage

practices/crimes.

CARE Egypt has been selected by UNFPA to implement a project addressing Gender Based Violence against

women in Upper Egypt . This project works towards ending FGM and early marriage, and supporting survivors

who experienced any types of violence, exploitation, or abuse in the areas of Assiut, Sohag, Menya and Beni Suef.

The project will contribute to the long-term impact of ''women and girls in target communities fully enjoy their

lives free of the risk of FGM and early marriage’’. It seeks to address the root causes of FGM and early marriage,

develop a set of interventions targeting various stakeholders. These interventions aim to raise community

awareness on reproductive health and girls’ education, actively engage men and boys in the discussion against

early marriage, equip a cadre of local volunteers with the knowledge and skills needed to actively participate in

the efforts to reduce the prevalence of harm practices and finally, networking all efforts in organized advocacy

campaigns capable to achieve more gains that give women and girls a safe environment free from harmful

practices in the targeted governorates.

**Overview and objective**

In order to reduce harm practices against girls and women, while focusing on FGM and early marriage in the

targeted communities, this project works on agency (women and girls), relations (men and boys) and structures

(advocacy for policy change).

Within this framework, CARE Egypt is looking for a consultant to train volunteers and establishing volunteer concepts

This document will be a guide for CARE and volunteers affiliated with the UNFPA Foundation, how to volunteer, the foundations of volunteering, why we volunteer, and establishing the principles of volunteering.

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**Deliverables**

**Expected topics that will be addressed in building volunteer capacity**:

1) Training volunteers on how to volunteer and establishing principles of volunteering

2) Building the capabilities and skills of volunteers

3) How to deal with the target group through a group of activities and games

4) Volunteer development and basic foundational packages to be delivered

5) Volunteer motivation and innovation

6) Volunteer initiative creation skills

The training will occur during a 4-day camp (2-days only will be required from the consultant) to 100 volunteers from the 4 project governorates. A final report will be required from the consultant covering the activities, pre- and post- and final evaluation conception and analysis and PowerPoint presentations. Materials/documents/presentations that will be shared with the volunteers need to be in Arabic while the final report to CARE will be in English.

**Target group**

- UNFPA project volunteers at CARE Egypt Foundation for Development

**Expected results:**

- Training 100 volunteers for 2 days (during a 4-day camp) at the end of February 2024.

**Professional Skills and Experience**

-- Knowledge and expertise working with volunteers and NGOS

- Strong understanding of the relationship between volunteer work and social change, and a clear vision

of how to create impact through the activities planned.

- Demonstrated experience in dealing with different cultures and backgrounds

- Knowledge/expertise in the area of gender, FGM and early marriage

- Knowledge of the social and gender norms prevalent in the intervention sites/ sites with a similar

socioeconomic status

- Experience in tackling sensitive subject matters

- Documenting, Evaluating and Reporting Skills

- Experience in evaluating current state of program participants and identifying capacity gaps to effectively customize suitable programs

- Experience in thorough documentation as well as analytical capabilities to summarize and report back

key learnings

- Ability to track and document the progress of participants

**Location**:

Location of the camp is still undetermined but will be inside of Egypt. Potential locations include Hurghada and Sokhna.

**Implementation duration:**

Two days in the last week of February 2024

**Conditions of Implementation:**

Interested applicants 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.Consultant CV/ company profile.

iv.It should indicate a complete list of deliverables and a proposed time-frame and agenda.

2. Financial Proposal: The financial proposal should include a breakdown of the cost elements to assist in determining the rationale of the given rates. All costs should be included and should include all taxes.

* The consultant's financial proposal should cover all expenses including: accommodation, transportation, materials, meals…etc.

CARE will withhold applicable taxes and deposit the funds with the applicable for tax authorities under

this agreement (based on the proposal submitted).

Consultant Professional Service Fees- may be subject to taxation

• Consultant Professional Service Fees- will be subject to taxation and must include the daily rates of all team members and clarify how many members in the team

The consultant will need to provide an electronic invoice.

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| --- | --- | --- | --- |
| Description | Growth Rate in EGP | Number Days | Total |
| volunteer training |  |  |  |

• Consultant Administrative Costs – may not be subject to taxation

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| --- | --- | --- | --- |
| Description | Growth Rate in EGP | Total QTY | Total amount |
| Materials (if any) |  |  |  |
| Travel expenses (Accommodation, transportation, ...etc.) |  |  |  |

Consultant Administrative Costs: Such costs could include transportation, lodging, venue expenses, materials, …. etc.

**Technical & Financial Proposal:**

Deadline for sending the technical and financial proposal is February 18, 2024 (COB) to be sent to [Nermin.Kadry@cef-eg.org](mailto:Nermin.Kadry@cef-eg.org)

\* Any proposals received after the deadline mentioned, will not be considered. Thus, please ensure that the proposal should be submitted no later than Feb. 18, 12:00 pm. Please accept our apology for not giving any exceptions or accepting any justification for late receipt or not submitting via the link. Please feel free to contact us via email (Nermin.Kadry@cef-eg.org) for any further details or inquiry prior February 18, 2024.

CARE Egypt will respond to applicants with its decision within 5-7 working days from the proposal deadline. CARE keeps all rights to accept or refuse any offer received without giving reasons. Technical and financial offers 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) is done… CARE will withhold applicable taxes and deposit the funds with the applicable tax authorities under this agreement.