**Comprehensive approach to eliminate Harmful practices in Upper Egypt**

**Volunteer Camp**

**Volunteering Principles & Capacity Building ToR**

**CARE Egypt Foundation:**

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.

**Women’s Rights Program:**

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 2030, 1.5 million poor and marginalized women and girls in Egypt enjoy greater justice in fulfillment of social, economic, civil and political rights. In order to achieve this goal, the program works withboth 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 is domestic violence, however, harmful practices, such as Female Genital Mutilation (FGM) and early marriage, widely prevail within the society’s traditions.

**Project Summary:**

CARE Egypt has been selected by UNFPA to implement a project addressing violence against women and girls in Upper Egypt. This project works towards ending FGM and early marriage, and supporting survivorswho experienced any types of violence, exploitation, or abuse in the governorates 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 theirlives 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 communityawareness on reproductive health and girls’ education, actively engage men and boys in the discussion againstearly marriage, equip a cadre of local volunteers with the knowledge and skills needed to actively participate inthe efforts to reduce the prevalence of harm practices and finally, networking all efforts in organized advocacycampaigns capable to achieve more gains that give women and girls a safe environment free from harmful practices in the targeted governorates.

**Scope/Specific Activity:**

In order to reduce harm practices against girls and women, while focusing on FGM and early marriage in thetargeted communities, this project works on agency (women and girls), relations (men and boys) and structures (advocacy for policy change).The project is built on capacitating a cadre of local volunteers and champions who help in the implementation of all project activities, including awareness sessions against FGM, child marriage, as well as assist and lead in engaging the community – particularly men and boys – in ending violence against women. In order to capacitate these volunteers, capacity building camps in which new volunteers are trained on the technical material and session roll-outs is implemented each year. During the 4-day camp, volunteers are also capacitated on the ethics and principles of volunteering.

This year, a total of **100 new volunteers** will be trained in the camp, 25 from each of the target governorates. The training camp modality will be as follows: the gender advisor and the consultancy team will work in parallel across the 4-days by dividing the 100 volunteers into two groups. That means that each trainer/consultant will be repeating the same activity with the two groups.

**Objective & Modality:**

CARE Egypt is seeking a consultant to train 100 volunteers across 4 days (emulating the same 2-day training twice with a group of 50 volunteers) on the ethics and principles of volunteering, the foundations of volunteering, why volunteering is important...etc.

, with the ability to host 116 persons (100 volunteers, 10 project staff, 5 consultancy team staff, and 1 guest speaker) in a full-board capacity on the second week of May 2024, starting from Saturday May the 4th.

**Total Number of Days:** 4-days training for 100 volunteers total, divided across two groups of 50 (emulating the same 2-day training twice with a group of 50 volunteers)

**Date and Location:** Second week of May 2024, starting from Saturday May the 4th in Hurghada (location subject to change)

**Target group:** Volunteers from 4 target governorates

**Deliverables (Topics):**

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

**Deliverables (Materials):**

1. Pre-, post-, and final evaluation tests
2. PowerPoint presentations used during the camp
3. Final report covering the activities, pre- and post- and final evaluation conception and analysis
4. 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. 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.

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**Proposed Initial Timeline:**

1. Arrival on the 4th of May – opening session at 6:00 PM – night 1
2. Day 1 (5/5) - night 2
3. Day 2 (6/5) - night 3
4. Day 3 (7/5) - night 4
5. Day 4: (8/5) – Departure after whole day sessions

**Qualifications:**

-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

Applicants are required to submit an electronic invoice to receive payment and must demonstrate proof of registration to the electronic invoice system.

**Application Process:**

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. 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.

• 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

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

• Consultant Administrative Costs – may not be subject to taxation

|  |  |  |  |
| --- | --- | --- | --- |
| 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.

CARE will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement (based on the proposal submitted).

**Application Deadline:**

Deadline for sending the technical and financial proposal is March 24th, 2024 (COB) to be sent to [Nermin.Kadry@cef-eg.org](mailto:Nermin.Kadry@cef-eg.org) (for updated quotations) or apply through the link advertised for new applicants.

\* Any proposals received after the deadline mentioned, will not be considered. Thus, please ensure that the proposal should be submitted no later than March 24th). 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 CARE via email ([Nermin.Kadry@cef-eg.org](mailto:Nermin.Kadry@cef-eg.org)) for any further details or inquiry prior March 24, 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 will be done within 20 working days from invoice submission and linked with deliverables. No down payment (advance) is possible. CARE Egypt will withhold applicable taxes and deposit the funds with the applicable tax authorities under this agreement.