Terms of Reference (ToR)

For Conducting an Endline Survey

Project Title:

*Activating the Role of Young People in Public Services Through Social Accountability*

Project Implementation Period:

March 2023 – May 2024

Project Funded by:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

Implemented by:

CARE Egypt Foundation (CEF)

# **CARE Egypt Foundation:**

CARE Egypt is a non-governmental organization registered in the Central Administration of Associations and Federations at the Ministry of Social Solidarity under number “833 / 2018”. CARE Egypt is located in 25 Asmaa Fahmy St, Nasr City, Cairo. 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 is capitalizing on and building on the legacy and expertise of CARE International in Egypt since 1954 up to date. CARE Egypt 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 and 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. CARE Egypt also works towards building strategic partnerships with the government and non-governmental organizations and the private sector to help better alignment and coordination of available resources to ensure effective utilization and to maximize the desired impact.

# **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**

# The goal of the project is to promote social participation and achieve gender equity by facilitating access to public services through dialogue between health service providers and recipients. It aims to engage male and female youth as well as People with Disabilities (PwD) in the local decision-making process. CARE Egypt is focused on increasing the impact of youth in service provision to improve overall health outcomes. To achieve this, the project will utilize knowledge and materials from official bodies such as research centers, ministries, and relevant authorities.

# The project implemented in Assiut and Sohag with a specific focus on enhancing sexual and reproductive health services. It will employ a social accountability methodology and a participatory approach, using tools like the gender-responsive Citizen's Charter that is inclusive of PWD. Gender equity will be promoted throughout the interventions, incorporating the gender integration and mainstreaming index based on the gender equality framework (Agency, Relationship, and Structures). Stakeholders and power imbalances will be analyzed to bridge gaps and address gender imbalances within relationships.

# The methodology aims to develop a concise document in consultation with health service providers and recipients. This document will outline service evaluation criteria and methods, providing citizens with necessary information about the services provided by governmental bodies. Additionally, it will regulate communication channels between service recipients and providers, seeking their opinions on service quality and methods of improvement. The project will also establish a grievance system to build trust between the parties involved and involve Civil Society Organizations (CSOs), youth groups, and service providers in its implementation.

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

# Strengthening the social engagement of male/female youth and achieving gender equality for the services offered by the health units by supporting the channels of dialogue between service providers and recipients; to facilitate the reach of general services to the marginalized groups, particularly young men and women and PWDs, as well as their integration in decision-making.

**The three outcomes of the project are:**

1. Organized civil and youth society that is well-informed and has the ability to engage with influencers in decision-making formally and informally.
2. Efficient mechanisms for engagement in decision-making between service providers and recipients (particularly male and female youth and PWDs)
3. Decision-makers more responsive to the needs of male/female youth and PWDs, and subject to the principles of accountability and transparency

# **Target beneficiaries:**

The project is expected to achieve the following targets:

**Disaggregation**: Youth are individuals within the age range of 15 to 29 years. 50% males, 50% females, and **20% of the youth will be people with disabilities**.

|  |  |
| --- | --- |
| **Governorate** | **Target** |
| Assiut | 80 youth + 20 service providers + 100 community members |
| Sohag | 80 youth + 20 service providers + 100 community members |
| **Grand total** | 160 youth + 40 service providers + 200 community members |

# **Overview of the Endline study**

The purpose of an endline evaluation, is to assess the overall impact, effectiveness, and sustainability of a project after its completion. Endline evaluations are typically conducted towards the end of a project's lifespan and serve several key purposes: assessment of impact; evaluation of effectiveness; identification of lessons learned; decision-making and accountability; documentation of results. the endline evaluation will provide a comprehensive assessment of the project's achievements, outcomes, and impacts. It will also identify lessons learned, challenges encountered, and recommendations for future programming.

# **Objectives of the Endline study**

* Measure the extent to which the project has achieved its intended outcomes and impacts.
* Assess the effectiveness of the project interventions and strategies in contributing to the desired results by analyzing project outcomes and impacts, including both intended and unintended effects.
* Identify factors that have influenced the project's success or hindered its progress.
* Determine the project's sustainability including the identification of risks and opportunities for continued impact and potential for replication or scale-up.
* Generate evidence-based recommendations, lessons learned, and best practices for improving future programming and decision-making.

# **Specific Tasks of the Consultant**

**1. Review of Project Documentation:** Review all relevant project documents, including proposals, reports, monitoring data, and baseline assessments.

**2. Design of Endline Evaluation:** Develop an evaluation framework and methodology for the endline assessment, including data collection tools and sampling techniques, and ensure alignment with project objectives and indicators.

**3. Data Collection:** Conduct Field visits and interviews with project beneficiaries, stakeholders, and implementing partners in the designated governorates of Assiut and Sohag. Surveys or questionnaires will be administered to collect relevant quantitative data. Additionally, suitable qualitative research techniques such as focus group discussions or interviews will be utilized to gather insights.

**4. Ensuring representative sampling:** The consultant will implement a stratified sampling approach to ensure the sample is representative of the target population, ensuring that 50% of the population are girls and women, and 20% are PwD. They will work closely with local organizations and stakeholders to identify and recruit participants from diverse backgrounds, including different genders, disability statuses, and communities within the selected governorates.

**5**. **Analyzing and interpreting data:** Once the survey data is collected, the consultant will be responsible for analyzing and interpreting the findings. This includes cleaning and organizing the data, applying appropriate statistical techniques, and generating meaningful insights and conclusions. The consultant should present the results in a clear and concise manner, highlighting key trends and patterns.

**6. Preparing an Endline Report:** Prepare a comprehensive endline evaluation report that encompasses a summary, the methodology, findings, analysis, and conclusions of the assessment. This report will also incorporate concise and practical recommendations tailored to project stakeholders, aiming to provide actionable insights for future decision-making and project improvements.

**7. Adhering to ethical guidelines:** The consultant must uphold ethical standards in all aspects of the survey, ensuring participant confidentiality, informed consent, and the responsible use of collected data. They should follow local and international guidelines for research involving human subjects, such as obtaining necessary approvals or permissions, and safeguarding participants' rights.

**8. Providing recommendations**: Based on the survey findings, the consultant should provide actionable recommendations that can inform future project interventions and initiatives. These recommendations should be practical, evidence-based, and address the identified needs and challenges of the target population.

**9. Collaboration and reporting:** The consultant should maintain regular communication with the project team, provide progress updates, and promptly report any issues or challenges encountered during the survey process. They should actively collaborate with the project team to ensure the survey's successful implementation and integration into the overall project framework.

**Key Outputs and Deliverables:**

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

* Inception report and work plan: Consultant will have a meeting together with CARE project team to understand the project and to collect required documents such as project proposal, results framework, etc. In addition, before preparing the inception report, the consultant will engage with CARE project team to come to a consensus on the endline assessment methodology, field visit plan, sampling and so on.

The draft inception report should include a detailed methodology including stakeholder map, endline frame work along with tools to be used to gather data/information, details of data collection instruments, quality assurance mechanism of data /information collection, sampling, deliverables, work plan (timeline) and division of labor, if it is a team work.

* Data sets: Raw data collected during the evaluation, including survey responses, interview transcripts, and other relevant data, should be provided in a structured and organized format.
* Brief presentation after the field work on preliminary findings: consultant will present the preliminary findings of field work to CARE team.
* Draft Report: Consultant will submit the preliminary results of the baseline assessment after completion of data gathering and data/information analysis.
* Final report: Final report will be submitted after presenting the result of survey to the PBF team and incorporating feedback which is received during the presentation. The final report should include the completed analytical framework of endline assessment. Review and revision process from the draft report stage to the final report should not exceed 5 days. The final report should include: Acronyms -Introduction -Executive Summary -Methodology -Limitations - Findings -Conclusion and recommendations -Appendix

\*Consultant will submit electronic and hard copies of all reports. Power point presentation of the findings will also be expected from the consultant.

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# **Consultant’s Qualifications:**

*Technical Requirements*

* Experience working in the field of gender equality and women’s empowerment and with integrating people with disabilities and solid knowledge of the subjects and monitoring and evaluation tools.
* 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 very tight deadlines with strong attention to detail and quality.
* Specific expertise in research and monitoring and evaluation in Egypt.

# *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 completion of the research and secure the necessary information to complete.
2. Key Internal Contacts
   * Project Manager (Women’s Rights Team) and MEAL Officer
3. Reporting lines
   * Reports to Initiative 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, PwDs 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, UNHCR Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.

**Consultancy Level of Effort**

A total of **15 working days** is foreseen for this assignment, including planning/inception, data collection, data analysis and reporting.

**Execution of Assignment:**

Consultancy start and end date: From **14 April to 7 May 2024.**

The below division of days is not binding and can be amended according to the discussion between the project team and the consultant.

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| --- | --- | --- | --- |
| **Time Schedule for Impact Assessment Study** | **Work Days (after contracting)** | | |
| 1-3 | 4-8 | 9-15 |
| **Planning and inception** |  |  |  |
| **Fieldwork/data collection** |  |  |  |
| **Data analysis / reporting** |  |  |  |

# **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, including data analysis techniques for surveys and focus group discussions.
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 evaluation assignment with a similar scope
6. Consultant CV
7. It should indicate a complete list of deliverables and a proposed timeframe.

**Specific Tasks, Outputs and Time Frame**

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| --- | --- | --- |
| Tasks | Outputs | No. Days/ Time Frame |
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1. **Financial Proposal:**
2. The financial proposal should include a breakdown of the cost elements to assist in determining the rationale of the given rates. The financial proposal should clearly include a detailed breakdown of no. of days on each task, team members, travel costs… etc

Consultant Professional Service Fees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverables / Description | Quantity | Unit of measurement | Unit price | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Consultant Administrative Costs

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Unit Cost in EGP | Number Days | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Administrative Costs: Such costs could include transportation, air tickets, lodging, per diem, departure taxes, training logistics, enumerators, interpreters, etc.

1. CARE Egypt will withhold applicable taxes and deposit the funds to the applicable tax authorities under this agreement
2. Consultant should be able to provide tax invoices.

**Deadline for sending the technical and financial proposal is April 12th, 2024**, **Financial proposal should include Taxes and other expenses (if any)**

\* Any proposals received after the deadline mentioned, will not be considered. Please accept our apology for not giving any exceptions or accepting any justification for late receive.

Please feel free to contact us via [hady.farid@cef-eg.org](mailto:hady.farid@cef-eg.org) for any further details or inquiry prior April 10th 2024.

Proposals will be assessed against weighted criteria that include understanding of the task; proposed methodology; previous experience and value for money as follows:

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| --- | --- |
| Evaluation |  |
|  | Technicality 70%:   1. Service proposed (Methodology of work and expected results) 2. Qualifications 3. Experience (CV/ profile) |
|  | Financial 30%:   1. Financial evaluation 2. Timeframe and commitment 3. Payment Term |

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 30-45 working days from invoice submission and linked with deliverables and timeline.

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.