‘**What Works to Prevent Violence – Impact at Scale’**

**Terms of Reference**

**Senior Technical Advisor**

1. **Background**

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 - Seventh Floor ( Plot No. 1 - Square Y ) [Qesm 1st Nasser City, Cairo, Egypt](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bing.com%2Fmaps%3F%26ty%3D18%26q%3DQesm%25201st%2520Nasser%2520City%252C%2520Cairo%252C%2520Egypt%26satid%3Did.sid%253A432a45b5-5eab-ba46-5650-53b220c63f51%26vdpid%3D7263824013959364620%26mb%3D30.086544~31.313341~29.978529~31.435341%26ppois%3D30.032536506652832_31.374341011047363_Qesm%25201st%2520Nasser%2520City%252C%2520Cairo%252C%2520Egypt_~%26cp%3D30.032537~31.374341%26v%3D2%26sV%3D1%26FORM%3DMIRE%26qpvt%3D%25D9%2582%25D8%25B3%25D9%2585%2B%25D8%25A3%25D9%2588%25D9%2584%2B%25D9%2585%25D8%25AF%25D9%258A%25D9%2586%25D8%25A9%2B%25D9%2586%25D8%25B5%25D8%25B1%25D8%25A7%25D9%2584%25D9%2582%25D8%25A7%25D9%2587%25D8%25B1%25D8%25A9&data=04%7C01%7CRana.Dimitri%40care.org%7C1943b043a2d44a1e9d4708d9c2dcbe84%7Ce83233b748134ff5893ff60f400bfcba%7C0%7C0%7C637755075674438593%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=zrh%2BE7gyx22FaGUakIvJ32SEvhs579zk2n7huFbhjto%3D&reserved=0), 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.

Additionally, addressing GBV in emergencies (GBViE) is a core tenet of CARE’s Gender in Emergencies (GiE) theory of change, and is central to upholding CARE’s humanitarian mandate to protect vulnerable and affected groups. Between February and August 2020, CARE reviewed its global capacity to address GBViE. This evidence-based process identified programmatic and strategic gaps and resulted in key recommendations that included hiring and adequately resourcing for a long-term Global Coordinator position, creating a working group of colleagues who work on GBViE from across the different sectors, and to developing and implementing a GBViE work plan[[1]](#footnote-1).

In June 2021, CARE Egypt Foundation (CARE Egypt) signed a Memorandum of Understanding (MoU) with CARE International Secretariat (CI Secretariat), CARE Norway, and CARE Germany to lead the global coordination of CARE’s GBViE work, including reflection, through leadership, innovation, impact measurement, scaling, and learning in alignment with CARE Vision 2030. The second year of assuming this role witnessed significant efforts to position CARE EGYPT as a global lead on GBViE, to build off on the strategic guidance on GBViE developed the previous year, and to strengthen key GBViE response, MEAL and advocacy capacity and efforts.

1. **Objective of the Assignment**

This assignment falls under ‘**What Works to Prevent Violence – Impact at Scale’** Programme to scale up evidence-based, practice-informed prevention of violence against women and girls (VAWG). What Works 2 is committed to working to prevent violence against the most marginalised women and girls globally, including those living in fragile, conflict-affected, and humanitarian settings as well. Accordingly, the **main purpose of this assignment** is to strengthen the VAWG prevention capacities of NGOs working on women rights and VAWG prevention. This will be done by developing and refining five-days training modules on how to design projects and draft winning proposals on VAWG prevention.

1. **Scope of Work and Deliverables**

**A- The consultant’s specific deliverables are:**

1. Conduct a desk review of available capacity strengthening resources on VAWG prevention.
2. Develop qualitative data collection tool.
3. Conduct Key Informant Interviews (KII) with a sample of the targeted pool of NGOs for the training. This is done to help identify and analyze NGOs’ relevant training needs, priorities, and gaps.
4. Develop, and validate the content and modules for a five- day training on VAWG project design and on drafting successful winning VAWG proposals.
5. Deliver an in-person five- days training on VAWG project design and on drafting successful winning VAWG proposals to a number of NGOs.
6. Develop the training pre and post test and evaluation survey.
7. Analyze the tests and the survey’s results.
8. Draft the training report.
9. Refine the trainings content in preparation for its delivery regionally in MENA.

**B- The expected time frame for the deliverables is:**

The consultant is expected to start as soon as possible after their recruitment.

The contract duration is up to 20 days from the start date to 15 /08/2024: after piloting the training.

**C- Duties and Responsibilities of the Consultant:**

1. Submit all deliverables as per the stated time frame.
2. Report on progress of deliverables to GBViE Specialist who shall within 7 working days of the receipt notify the Consultant of its decision concerning the documents or reports received, giving reasons should s/he rejects the reports or documents, or request amendments.
3. All deliverables shall be produced in Arabic.
4. Submit an electronic version of each deliverable by the agreed deadline.
5. All materials and deliverables developed for this consultancy will be the intellectual property of CARE Egypt.

**D- Assignment location:**

Remotely. Also, in-person meetings can take place if necessary and for the training delivery in CARE Egypt Foundation.

**E- Consultancy Level of Effort**

Up to total of (20) working days is foreseen for this assignment including preparation and reports.

1. **Consultant’s Essential Qualifications:**

The consultant should have the following qualifications:

* Clear understanding of violence against women and girls (VAWG) prevention in Egypt.
* Ability to engage with the diversity of women’s organisations in Egypt.
* Proven experience in project management, projects designs and proposals drafting.
* Previous experience in working with data, specifically with NGOs.
* Content development, workshop design and agenda setting skills.
* Experience in supporting the production of successful proposals; preferrable in VAWG prevention.
* Experience in qualitative and quantitative data collection techniques and analysis.
* Excellent command of English and Arabic skills.
* Excellent report writing skills (in English), and computer literacy.
* Individual and group work capabilities.
1. **Conditions of Implementation:**

Interested applicants should submit the following documents in their offers:

1. Technical Proposal.

1. A brief statement in understanding of the assignment, and general approach to it.
2. A brief description of the methodology proposed to be used in the assignment, including techniques and tools,
3. 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.
4. iv. Consultant CV
5. v. It should indicate a complete list of deliverables and a proposed time frame.

2. Financial Proposal:

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 tax authorities under this agreement.

**Consultant Fees and Administrative Cost if applicable**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Unit Cost in EGP  | Number Days  | Amount |
| Consultant Fees |  |  |  |
| Accommodation |  |  |  |
| Transportation |  |  |  |
| Preparation |  |  |  |
| Material |  |  |  |
| Report |  |  |  |
| Per diem |  |  |  |

**Deadline for sending the technical and financial proposal is 06/05/2024, 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 **06/05/2024**. Please accept our apology for not giving any exceptions or accepting any justification for late receive.

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.

1. CARE Gender-based Violence in Emergencies White Paper, August 2020 [↑](#footnote-ref-1)