



## **CARE Egypt Foundation**

### **Terms of Reference**

### **Recruitment Agency Hiring**

### **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.

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## **CEO Recruitment**

Hiring CARE Egypt Chief Executive Officer (CEO), this position is 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 the foundation's strategy and operations of the foundation in Egypt towards CARE's that translates its overall strategic direction vision of "Envisioning an Egypt where everyone enjoys economic opportunities, equality, and social justice in their lives" and drives for impacts that benefit poor and marginalize groups, with a special attention to youth, 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 CARE Egypt foundation 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 .the foundation resources

The CEO is responsible for promoting gender equity and diversity and ensuring an organizational culture where CARE the foundation's core values—excellence, integrity, diversity, learning, and equity—are practiced, teamwork is encouraged, and all staff feel valued. S/He or she is responsible for establishing and maintaining good working relationships with government officials, donors, and other partners.

## **Objective of the Assignment:**

Support the Foundation's BID in the CEO hiring process.

## **Consultant's Qualifications:**

### **Deep understanding of the non-profit sector:**

Proven experience and track record for supporting local and international NGOs and Foundation in identifying potential candidates and shortlisting of potential CEO candidates, the agency is expected to demonstrate a proven record understanding the unique challenges and opportunities of NGO and foundations employment market and environment

**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, to be used in reaching out and identifying relevant and potential applicants.

**Cultural assessment skills:** Beyond technical skills, the agency should be able to assess a candidate's cultural fit with the foundation. This includes evaluating the leadership style, communication skills, understanding and applying its core values 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.

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**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, the assessment tool should be shared with the BIT for review and relevance clearance

**Client testimonials and references:** Ask for references from previous clients and inquire about their relevant experience which is aligned with the foundation CEO TOR.

**Team composition and expertise:** The agency should provide a list of the team who will be leading the process, whom should have proven track record in similar tasks and sub-tasks.

### **Consultancy Level of Effort**

A total of **3 months** are foreseen for this assignment including preparation and reports.

### **Specific Tasks, Outputs and Time Frame**

The agency should provide a clear work plan for these tasks, guided by the below template

Tasks	Outputs	No. Days/ Time Frame

### **Execution of Assignment:**

Consultancy start and end date:

### **Assignment location:-**

Nasr city, Cairo

### **Coordination and Reporting:**

The Consultant will report on progress to the CEO hiring committee led by BOT members who shall within 5 working days of receipt notify the Consultant of its decision concerning the documents or reports received and request amendments when needed

### **Conditions of Implementation:**

Interested applicants should submit the following documents in their offers:



1. Technical Proposal.

- i. Company/agency profile
- ii. A brief statement in understanding of the assignment, and general approach to it.
- iii. A brief description of the methodology proposed to be use in the assignment, including techniques and tools,
- iv. A capabilities statement with successful completion statements from at least 3 similar NGO/foundation stating the year, task and level of satisfaction of the consultant organization and/or brief description of relevant (similar) consultancies that would qualify for this assignment.

This technical proposal shouldn't exceed 5 pages, which should reflect the agency understanding of the mission, its plan, a reflection of its current capacity (# of current roster applications, # of similar tasks, # of Similar previous clients...etc.) list of deliverables and timeframe. The agency can include a separate annex Where needed to support its technical proposal, which shouldn't exceed 6 pages

2. Financial Proposal:

The financial proposal should include a taxes and breakdown of the cost elements to assist in determining the rationale of the given rates, while abiding by the current models and costing in the market for similar tasks

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

**Consultant Professional Service Fees-** may be subject to taxation

**Consultant Administrative Costs** – may not be subject to taxation

Administrative Costs: Such costs could include all expenses...

**The agency will share all the submitted CVs for the position, in addition to a longlist of all applicants, proposed short list with justifications. The CVs and data collected for the foundation in this tasks in considered the foundation property and the agency abide by the Non-Disclosure Agreement where all the shared and collected information are protected and not to be used without prior approval from the foundation or the applicant.**

**Deadline for sending the technical and financial proposal is 19<sup>th</sup> of May 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 website no later than 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 **(pls. insert a date)**  
**(2 pm)**

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:**

Lumpsum payment will be done once the task is completed with satisfactory acceptance from the foundation, within up to 20 working days from the payment claim submission.

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

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