**Protection response for Sudanese Refugees in Egypt**

**Terms of Reference**

**Post Distribution Monitoring**

**CARE Egypt Foundation (CEF):**

CARE Egypt Foundation for Development, registration no 833 for the year 2018 at the Ministry Of Social Solidarity in Egypt. CARE Egypt Foundation (CEF) is an Egyptian, non-governmental organization harnessing the legacy of CARE International in Egypt since 1954 to fight poverty and improve livelihoods. We envision Egypt as a place where everyone enjoys economic opportunities, equality and social justice. We empower women and girls by sharing our values amongst the private sector, government and civil society.

**Women’s Rights Program**

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 Project goal:**

To implement and strengthen prevention and response mechanisms for Sudanese refugees arriving in Aswan, Cairo and Alexandria by adopting a combination of rights-based, survivor-centered, and community development approaches.

**Objective of the Assignment:**

The primary objective of this assignment is to conduct **gender sensitive** post-distribution monitoring to evaluate the relevance, utility, efficiency, effectiveness and impact of the distribution of cash & voucher assistance and dignity kits to Sudanese refugees in Aswan, Cairo and Alexandria

**Scope of Work and Deliverables:**

**The consultant’s main deliverables are:**

1. Develop a comprehensive post-distribution monitoring plan including timelines and methodologies.
2. Produce detailed reports on findings, including strengths, weaknesses, opportunities, and threats (SWOT analysis).
3. Process Evaluation including logistics, coordination, and delivery mechanisms.
4. Impact Assessment of the overall impact of the distribution on the beneficiaries and the community on different genders
5. key challenges and recommend actionable solutions to enhance program effectiveness.

**Key Questions to Address:**

1. **Process Evaluation:**
   * Did the distribution process adhere to the established standards?
   * Were beneficiaries informed about the assistance they would receive and how to utilize it?
   * Were there any challenges or irregularities during the distribution process?
2. **Beneficiary Feedback:**
   * What is the feedback from beneficiaries regarding the assistance received?
   * Did beneficiaries face any difficulties in accessing or using the assistance provided?
   * Are there any suggestions from beneficiaries for improving future distributions?
3. **Utilization of Assistance:**
   * How have beneficiaries utilized the cash & voucher assistance and dignity kits?
   * Have the distributed items met the needs of the beneficiaries effectively?
   * Are there any signs of misuse or misallocation of the assistance provided?
4. **Impact Assessment:**
   * What positive impacts have been observed as a result of the assistance provided?
   * Are there any unintended consequences or negative impacts on the beneficiaries?
   * How has the assistance contributed to improving the overall well-being and resilience of the target populations?
5. **Recommendations:**
   * Based on the findings, what recommendations can be made to enhance the efficiency and effectiveness of future distributions?
   * How can the project better address the needs and priorities of the beneficiaries?
   * What measures should be taken to mitigate any identified risks or challenges in the distribution process?
6. **Gender Considerations:**
   * How does the distribution of cash & voucher assistance and dignity kits address the specific needs and vulnerabilities of different gender groups among Sudanese refugees in Aswan, Cairo and Alexandria?
   * What feedback have male and female beneficiaries provided regarding the assistance received, and how does this feedback inform gender-responsive programming?
   * To what extent have gender-specific challenges been identified in the distribution and utilization of cash & voucher assistance and dignity kits?
   * What is the gender-specific impacts of the assistance provided, and how do these contributions vary among different gender groups?
   * How can the project enhance its gender responsiveness to ensure that future distributions effectively address the diverse needs and priorities of male and female refugees in Aswan and Cairo?

**Consultant’s Qualifications:**

* + Relevant degree in a related field with a minimum of 7-10 years of experience in gender-sensitive programming and monitoring and evaluation in humanitarian contexts.
  + Experience in gender-sensitive programming in the humanitarian sector.
  + Proficiency in designing and implementing monitoring frameworks.
  + Strong analytical skills with a focus on gender-sensitive data interpretation.
  + Knowledge of gender mainstreaming principles.
  + Cultural sensitivity in working with diverse communities.
  + Excellent written and verbal communication skills to effectively convey findings, recommendations, and key insights.

**Consultancy Level of Effort**

A total of **10 working days** is foreseen for this assignment including preparation and reports.

**Execution of Assignment: Consultancy start and end date:**

Consultancy start and end date: From 15 Sept 2024 to 30 Sept 2024.

**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. Consultant CV
     5. 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 for tax authorities under this agreement

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

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Daily Rate in EGP | Number Days | Amount |
| Preparation |  |  |  |
| Workshop/session/group |  |  |  |
| Reports |  |  |  |

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

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

Administrative Costs: Such costs could include transportation, air tickets, lodging, per diem, departure taxes, training logistics, enumerators, interpreters, etc. Note that per diem and lodging rates will be per CARE Egypt Foundation policy. No reimbursable expense in excess of \_\_\_\_\_\_\_\_\_ [Amount] (currency\_\_\_) shall be incurred without CARE's prior written approval. If Vendor travel reimbursement shall be made under this Agreement, then Vendor shall follow CARE's travel policies and be subject to CARE per diem rates.

**The evaluation will be based on the following criteria according to the submitted documents:**

|  |  |
| --- | --- |
| **Evaluation type** | **Percentage** |
| Qualifications | 10% |
| Service proposed (Methodology of work and expected results) | 30% |
| Experience (CV/ profile should be included) | 9% |
| Previous experience with CARE | 1% |
| Timeframe & commitment | 10% |
| Financial Evaluation | 40% |

*P.S. applications rated less than 40% in the technical evaluation will be excluded.*

**Deadline for sending the technical and financial proposal is \_\_28 August 2024**

**Financial proposal should include Taxes and other expenses (if any)**, to be sent to CARE Egypt Foundation – Att. Nermin Kadry, Procurement Officer to ( [Nermin.Kadry@cef-eg.org](mailto:Hady.Farid@cef-eg.org) ), with subject (pls. insert the TOR name/ project) \* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (11:59pm).  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 and abide to submit electronic invoices.