

**Strengthening Women’s Rights Movements on the Women, Peace and Security agenda (SWoMo) Project**

**Term of Reference**

**Mid-term Review**

**Terms of Reference for Contract to Conduct Mid-term study**

# Background

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 (WR) Program is designed to empower poor and marginalized women in Egypt who suffer from rights’ violation. Its impact goal is: By 2025, poor and marginalized women in 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 the marginalized 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 strengthening Women’s Rights Movements on the Women, Peace, and Security Agenda in three fragile context project

The strengthening Women’s Rights Movements on the Women, Peace, and Security Agenda project in Egypt, Iraq and South Sudan is a 3-year BMZ-funded (through CARE D) project running from July 2022 through June 2025. This project supports women’s rights organizations to work with marginalised communities on women’s rights and gender equality in their respective countries as part of wider women’s rights movements, including on UNSCR 1325 and the Women, Peace, and Security (WPS) agenda. This project understands women’s rights movements to consist of women’s rights organisations (WROs) and marginalised groups of women and girls. The project will work with WROs both as implementing partners (Projekträger, or PT) and as Target Groups (Zielgruppen, or ZG). The term “project WROs” will be used to refer to both PT- and ZG-WROs. In Egypt, the project will directly target 12 WROs (2 PT-WROs, 10 ZG-WROs), 52 WRO staff, representatives and volunteers, 500 women and girls from excluded groups, and 30 decision-makers (5 national-level, 25 governorate level). Indirectly, the project will aim to reach 5,000 people in Egypt, 65% women and girls, and 35% men and boys. The project will work in Cairo, Giza, Qalioubia, Assuit, and Sohag.

In Egypt, CEF will work with two implementing partners (Projektträger, or PT) WROs: Centre for Egyptian Women Legal Assistance (CEWLA) and Appropriate Communication Techniques for Development Center (ACT). In Iraq, CARE Iraq will work with three PT-WROs: Women Empowerment Organisation (WEO), Better World Organization (BWO), and Baghdad Women Association (BWA). In South Sudan, CARE South Sudan will work with three PT-WROs: Young Women Christian Association of South Sudan (YWCA), Women Empowerment Center South Sudan (WECSS), and Women Agency for Progress Organization (WAPO).

The role of CEF and the two CARE country offices will be to provide project coordination and organizational and technical capacity development, with a focus on the WPS agenda. In the course of the project, the eight PT-WROs will take on greater leadership and responsibility, supported by the long-term mentorship, coaching and technical assistance of CEF, CARE Iraq and CARE South Sudan.

# Scope of the project:

The purpose of strengthening Women’s Rights Movements on the Women, Peace and Security agenda is to increase the influence of Women’s Rights Organizations and excluded groups of women and girls in Egypt, Iraq and South Sudan on the UNSCR 1325 agenda on Women, Peace and Security (WPS) at the local, national and multi-country levels. The project/program/initiative has 1 project outcome and 3 expected outputs outlined below:

Outcome:

Women’s Rights Organisations and excluded groups of women and girls use their strengthened strategies, capacities and improved networks to collectively organise, participate and influence in informal (civil society-led) and formal (government-led)

decision-making spaces on the WPS agenda at the local, national and multi-country levels.

Outputs:

1. Women’s Rights Organisations have strengthened institutional capacity, increased resource mobilisation, and improved strategic plans on the WPS agenda that are representative of and accountable to excluded groups of women and girls.
2. Women’s Rights Organisations and excluded groups of women and girls have increased capacity to engage in informal and formal decision-making spaces on the WPS agenda at the local, national and multi-country levels.
3. Women’s Rights Organisations and excluded groups of women and girls have strengthened networks to gather, exchange and amplify learning on the WPS agenda at the local, national and multi-country levels.

To achieve the goal, strengthening Women’s Rights Movements on the Women, Peace and Security agenda project implements the following key activities, aligned with the project’s overall purposes and outcomes:

* Activity 1.1. Project Women’s Rights Organisations develop and implement institutional capacity- strengthening plans through training, technical assistance, coaching and mentoring.
* Activity 1.2. Project Women’s Rights Organisations develop and implement resource-mobilisation strategies to increase access to funding opportunities.
* Activity 1.3. Project Women’s Rights Organisations develop and implement Strategic Plans which represent the priorities of excluded groups of women and girls.
* Activity 2.1. Project Women’s Rights Organisation representatives participate in training, mentoring and coaching on the WPS agenda, and related influencing, advocacy and monitoring.
* Activity 2.2. Project Women’s Rights Organisations develop and implement collective influencing, advocacy and monitoring plans to promote WPS priorities with decision-makers at the local and national levels.
* Activity 2.3. Excluded groups of women and girls engage with decision-makers on their WPS priorities at the local and national levels.
* Activity 3.1. Project Women’s Rights Organisations and excluded groups of women and girls document, share and exchange collective learning on WPS priorities with local and national networks.
* Activity 3.2. Project Women’s Rights Organisations across three countries exchange knowledge,

experience and learning on the WPS agenda through multi-country networks.

* Activity 3.3. Project Women’s Rights Organisations amplify their initiatives through CARE’s

regional and global mechanisms

Table 1. Geographic Area and Population Coverage: Cairo, Giza, Qalyoubia, Assiut and Sohag

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Participants** | **Impact or Target Group** | **No. Direct Participants** | **No. Indirect Participants** |
| **PT-WROs** | **Target group** | **2** |  |
| **ZG-WROs** | **Target group** | **10** |  |
| **WROs staff** | **Target group** | **52** | **5,000** |
| **Excluded women and girls** | **Target and Impact group** | **500** |
| **Decision Makers** | **Target group** | **30** |

Table 2. Key Participants, Target, and Impact Groups

# Purpose, Objectives, and Rationale of the Mid-term review:

# The purpose of this mid-term evaluation is to review the project progress, achievements and

# challenges, inform CARE, project partners and the donor of key lessons learned, and propose

# recommendations for any improvement or adjustment needed for the remaining project

# implementation period. Specifically, the mid-term evaluation will focus on the following aspects:

# Assessment of the project design and activities, implementation strategy and approaches, capacities of implementing partners, challenges and how these challenges are addressed; and to what extent that these contribute to the achievement of project objectives.

# Drawing key findings and lessons learned and proposing improvement and adjustment needed to ensure that the project remains relevant to the needs of the target groups and contributes to knowledge development.

Scope

The evaluation will cover the period from January 2023 to October 2024, to create an accurate and comprehensive picture of the project implementation, generating findings on evaluation criteria and documenting good practices and lessons learned. The evaluation will integrate gender equality as a cross-cutting concern throughout its methodology and all deliverables including the final report.

# Intended Users and Use

The evaluation findings and processes will be used and shared by relevant stakeholders, including (CARE Germany, CARE Iraq, CARE South Sudan, CARE Egypt foundation, and all the WROs involved in the project and feed into the project.

# Evaluation criteria and questions

# The evaluation will examine project implementation against the hereunder criteria by addressing the following questions. The evaluator will develop a more detailed analytic framework of questions and sub-questions to carry out the evaluation.

|  |  |
| --- | --- |
| RELEVANCE  | To what extent the project objectives/outcomes are relevant to the needs of the beneficiaries? Were project methodologies and approaches in line with the project partners’ priorities, capacities and expectations?- Should the project design and methodology be modified to improve its relevance in the second half of the project? If so, how? |
| EFFECTIVENESS | To what extent has the project been making progress towards its planned objectives? o What have been achieved so far? o What are the major constraints so far?To what extent has the project secured the commitment of the project partners and built-up national ownership?How do the national project partners explain the delay in delivery? Have the project approaches appropriately matched the capacity (including political space) of the project partners for their action?What measures are required to improve the capacity of project partners in the second half of the project?To what extent has the project promoted non-discrimination and gender equality?How effective is communication between the project team, the CARE and the project partners, as well as the donor?What should be improved in the second half of the project? |
| EFFICIENCY | - Have resources (funds, human resources, time, expertise etc.) been allocated strategically to achieve outcomes?Has the project received adequate political, technical and administrative support from its national partners?Was there a clear understanding of the roles and responsibilities by all parties involved?What should be improved in the second half of the project? |
| SUSTAINABILITY | How effectively has the project built necessary capacity of people and institutions (of national partners and implementing partners)?How effectively has the project built national ownership and capacity?How likely the project will achieve its objectives in the second half of the project and what elements need to be taken into account to ensure sustainability of outcomes? |

# Approach and Methodology

The consultant will be requested to use a mixed-methods approach in addressing these questions. Additionally, research tools will be designed and selected with the project team. All questions will reflect indicators in the project’s M&E system. These indicators, which all have proposed tools and means of verification for measurement are gender sensitive and disaggregated by gender, nationality, age, disability and location.

Upon starting the assignment; the Consultant will receive all M&E documents to the project (logical framework, M&E plan, etc.), as well as the project description document as well as the workplan and the baseline study report.

## Primary Data

The collection of primary data will be to answer the Key Evaluation Questions, data will be collected using a sample; its level of confidence is 95% and margin of error is: 5%

Some of the key stakeholders that must be targeted through the primary data collection include 2 PT- WROs (Main WROs), 10 ZG-WROs (grass-root), excluded women and decision-makers.

## Secondary Data

The process, retrieving existing documents and data, will include: a desk review of existing literature including the project proposal, M&E plan, feasibility study, and baseline study. Information will be provided to the external evaluation team as per the proposed evaluation schedule.

# Deliverables:

1. Meet the project team and the monitoring and evaluation officer (M&E) to gather the required information on the project.
2. Review of project documents, including the project main document, the logical framework and the MEAL plan and baseline study.
3. Implement through desk review and combine analytically all the gathered information, and submit a work plan. (Secondary data review)
4. Development of data collection tools. Tools will be reviewed and approved by CARE before fieldwork. The study will include qualitative and quantitative approaches.
5. Provide and train a team of field and data entry clerks in the implementation of the tools. (team will be provided by the consultant)
6. Plan and coordinate field visits with a prior time table including dates with the assistance of the project team for applying the tools and meeting with relevant beneficiaries
7. The consultant will provide the suggested sampling methodology and size. CARE will review and decide whether to approve it or if any further modifications or changes are needed. All the collected data should be disaggregated by age, sex, location, nationality and disability if existed.
8. Inception Report: The inception report will be delivered to CARE after the initial meeting and desk review have taken place. The report should include the objectives of the evaluation, a detailed plan of how the evaluation will be carried out describing research methodology, qualitative and quantitative survey, proposed guiding questions for key informative interviews, focus group discussion or other approaches, and proposing the draft data collection questionnaires. The inception report should also provide a clear matrix of roles and responsibilities indicating the persons involved in the evaluation and their roles, the key internal and external stakeholders to be involved, a detailed work plan and timeline including the number of days and persons involved. It should also summarize the preliminary findings and any preliminary hypotheses resulting from the desk review and explain the process for obtaining the participants’ consent and any necessary government permissions. A detailed work plan should be annexed to the report. The main text of the inception report should not exceed 10 pages. The inception report as well as all the suggested tools should be delivered in English & Arabic. Data quality assessment will be attached and applied during the process.
9. Data collection tools submission before the data collection process.
10. Draft the Mid-term report in both languages (Arabic and English) and submit an initial draft. Report should include; **title** (name of the project, location, implementation period and donor), including **maximum 2 pages executive summary** that presents the key points of the different sections, A **clear methodology section** (the methodology should explain the evaluation questions, and how the methodology chose appropriately answers those questions. It should also contain key ethical considerations and a description of how the evaluators protected participants and personally identifiable information), **3-5 key lessons learned** (These should be short, actionable, and the most important aspects of what the program/analysis found. They need to be relevant and new for people outside of the direct program. They should also include highlights of what to improve in the future), **3-5 key recommendations** (for what the project/program/initiative should do based on your findings).
11. Data validation session
12. PPT in both Arabic and English that summarizes the whole process and results as well as conduct the presentation to CARE Egypt staff.
13. Incorporate comments, new information, clarifications and additional inputs received upon agreeing to feedback after the PPT done by the consultant and receiving the draft of the study.
14. Provide a final detailed report (in Arabic and English), including the information analysed from the desk review and the basic study methodology, as well as the methodology used to design the data collection tool.
15. Adhere to CARE data protection rules and regulation to ensure that data are maintained and stored in a manner that is fully confidential so that no external individual or institution can identify any specific individual in the data. Names and address information should only be made available to the evaluation team.

## Data Disclosure

The external evaluator should deliver, at minimum, all files including: quantitative data sets (raw and refined products), transcripts of qualitative data and others in an easy-to-read format, and maintain naming conventions and labelling for the use of the project/program/initiative and key stakeholders.

o Datasets must be anonymized with all identifying information removed. Each individual or household should be assigned a unique identifier. Datasets which have been anonymized will be accompanied by a password protected identifier key document to ensure that we are able to return to households or individuals for follow up. Stakeholders with access to this document will be limited and defined in collaboration with CARE during evaluation inception.

NOTE: The external evaluator will be responsible for obtaining all necessary permissions, approvals, insurance, and other required permits needed for data collection. These include required permits related to data collection from human subjects.

# Consultant Qualifications:

The consultant should have the following qualifications:

* University Degree or preferably a Master’s Degree in a relevant field (social studies, economics, political science, business administration or equivalent).
* Practical background on establishing Evaluation studies (Whether Baseline, Mid-term, or End-line) for development projects especially for Women, peace and security projects (at least two similar projects)
* Experience in conducting both quantitative and qualitative research collection and analysis in development projects.
* Strong capacity and experience in planning and organizing logistics, including the design and implementation of Evaluation studies (whether Baseline, Mid-term or End-line).
* Capacity to store and maintain data in a manner that protects respondents’ identities.
* Excellent oral and written Arabic and English communication skills.
* Strong facilitation skills and extensive experience as a researcher.
* Analytical skills

# Duration of the Assignment:

* 20 working days is expected for this consultancy. These working days will be disaggregated including travel for field meetings, preparation and report.
* **Consultancy start date and end date:** from November to January, 2025.
* **Location:** Cairo, Giza, Qalyoubia, Assiut and Sohag

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# Coordination and Reporting:

The Consultant will coordinate and report to the project manager and MEAL Officer.

# Required External Response to Terms of Reference

A technical and cost proposal based on this Terms of Reference (ToR) is requested from the consultant or consulting firm. The proposal should contain:

1. Detailed plan of action for field work indicating staff-days required
2. Specific roles and responsibilities of the team leader, supervisory chain and other core members of the evaluation team.
3. Schedule of key activities preferably in a format such as a Gantt chart.
4. Detailed budget with justification. The external evaluation proposal should include a reasonable detailed budget to cover all costs associated with the evaluation. This should be submitted by major activities and line items for CARE’s review and decision. This includes a break-down of the cost to contract external evaluation team members, local travel, and in-country lodging and meals. Other related costs that might be in the budget include expenditures for hiring local personnel (drivers, translators, enumerators and other local technical experts), translating reports, and renting meeting rooms for presentations/workshops/FGDs.
5. Updated CV of Team Leader and other core members of the Evaluation Team
6. A profile of the consulting firm (including a sample report if possible)

# Payment schedule: -

Payment will be done on four installments through bank transfers (no advance, but payment against deliverable done and approved ) :

All payments (done within 30-45 working days from invoice submission and linked with deliverables and timeline.

* First payment: 20% upon inception report submission as well as Data collection Tools.
* Second payment: 30% upon completing the Data Gathering/collection + field work expenses (if any).
* Third payment: 20% upon submitting a draft report and being approved.
* Final payment: 30% upon receiving and approving the final report.

The consultant is requested to submit a **firm fixed price/ lump sum (including taxes and other expenses for gov. data collection)** offer separate from the technical proposal. The financial proposal should include a breakdown of the cost elements to assist in determining the rationale of the given rates.

**Consultant Professional Service Fees**

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| --- | --- | --- | --- | --- | --- |
| **Deliverables / Description** | **Unit of measurement** | **Quantity** | **Unit price** | **LOE** | **Total** |
| Inception Report (including working plan) | Days |   |  |  |  |  |  |
| Field Work and data collection | Days (differentiate between main consultant and data collectors) |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Draft Report  | Days |  |  |  |  |  |  |
| Final Report & PPT | Days |  |  |  |  |  |  |

**Consultant Administrative Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Unit Cost in EGP** | **Number Days** | **Amount** |
| Transportation  |  |  |  |
| Accommodation & Lodging |  |  |  |

Administrative Costs: Such costs could include transportation, lodging, logistics and venue rent, etc. Note that meals and lodging rates will be per CARE Egypt Foundation policy. All reimbursable expenses have to be against receipts and electronic invoices. No reimbursable expense in excess shall be incurred without CARE's prior written approval.

### Note: CARE will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement (based on the proposal submitted’ please ensure that it is included in the proposal).

**The deadline for sending the technical and financial proposal is Saturday 16th of November, 2024.** The financial proposal should include Taxes (gross rate not net and in EGP and other expense).

\* Any proposals received after the deadline will not be considered. Thus, please ensure that the proposal should be received by CARE no later than **Saturday 16th of November, 2024 at 11:59 PM.** Please accept our apologies for not giving any exceptions or accepting any justification for late receipt or not received via website. **The proposals should be submitted ONLY via CARE website through the link advertised.**

### Please feel free to contact us via email (huda.abdelgelel@cef-eg.org \ Nermin.Kadry@cef-eg.org) for any further details or inquiry by 10th of November 2024 (COB)**.**

Proposals will be assessed against weighted criteria that include (but not limited to): understanding of the task; proposed methodology; previous experience and value for money.

### CARE Egypt will respond to applicants with its decision within 10:15 working days from the proposal deadline.

CARE keeps all rights to accept or refuse any offer received without giving reasons. Technical and financial offer will be discussed upon selection.

# Evaluation of the choosing the consultant:

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| --- | --- |
| **Evaluation type** | **Percentage** |
| Qualifications and Experience relevant to the scope of the project and study (CV should be included) | 30% |
| Service proposed (Methodology of work and expected results) | 40% |
| Timeframe & commitment | 10% |
| Financial Evaluation | 20% |