



Name of the project

**Strengthening Civil Society Capacity in Local Development, Governance and Women Empowerment
(BENAA)**

Terms of Reference

Development of a Comprehensive CSO Database for BENAA and CARE Egypt Foundation



CARE Egypt Foundation (CEF):

CARE Egypt Foundation – an Egyptian non-profit foundation registered as an NGO at the Ministry of Social Solidarity -works to promote social and economic development in Egypt. CEF is affiliated with CARE International, a global humanitarian organization that operates in over 100 countries worldwide, that was established in 1954 and has been working in Egypt for over 60 years. CEF's mission is to empower marginalized communities and promote gender equality through a range of programs, including education, health, economic empowerment, and advocacy. It works closely with local communities, CSOs, government entities and international development partners to identify and address the needs and challenges faced by vulnerable groups, such as women, youth, and refugees. Some of the programs implemented by the CEF include providing access to quality education for girls and boys, supporting economic empowerment of women through vocational training and entrepreneurship programs, improving maternal and child health through community-based interventions, and advocating for the rights of females. CEF also responds to emergencies and provides humanitarian assistance to those affected by natural disasters and conflicts. CEF uses a human rights-based approach by focusing on the needs and priorities of communities it serves and empowering them to take ownership of their own development.

Civil Society Capacity Building Program:

The capacity building program for civil society organizations in Egypt aims to build the institutional capacities of Egyptian civil society organizations so they can be influential in the fields of development and respond to the needs of their community.

Program Vision: A vibrant and dynamic civil society capable of employing effective and scientific approaches to achieve sustainable changes in people's lives.

Strengthening Civil Society Capacity in Local Development, Governance and Women Empowerment (BENAA)

The "BENAA" Project, funded by the European Union, aims to enhance the capacity of civil society organizations (CSOs) to improve their understanding and performance in project implementation, with a focus on local development, governance, and women's empowerment. This will lead to improved contributions by CSOs to the Sustainable Development Goals, and to eliminating poverty and inequality among marginalized communities—especially women, youth, and persons with disabilities.

It is expected to achieve the following results :

- **Result 1:** Strengthening the capacity of 60 (intermediary) organizations in 4 governorates.
- **Result 2:** The 60 targeted CSOs will implement their own learning transfer initiatives with grassroots civil society organizations, women's groups, youth groups, and other community-based organizations.
- **Result 3:** CSOs successfully implemented 15 initiatives to improve local development, governance processes, and women's empowerment.
- **Direct beneficiaries:** 60 intermediary CSOs (900 staff members and board members, at least 40% are women).



- **Secondary beneficiaries:** 120 grassroots and community-based organizations. The trained organizations will transfer knowledge and awareness to these 120 organizations (600 staff members and board members, with at least 40% women).
- **Indirect beneficiaries:** 300,000 individuals, including 50% women and at least 5% persons with disabilities.

Objective of the Assignment:

The primary objective of this assignment is to empower the 60 intermediary CSOs and 120 grassroots organizations partnering with CARE in the BENAA project by providing them with a robust, user-friendly database system. This tool will enable these organizations to effectively manage, analyze, and utilize their own data for improved project implementation, reporting, and organizational learning. This assignment will be carried out in **close collaboration with the MEAL (Monitoring, Evaluation, Accountability, and Learning) Unit**. The MEAL team will **lead the way** in guiding the consultant, ensuring that the database solution aligns with CARE's MEAL frameworks, reporting requirements, and accountability standards, while always prioritizing the needs and ownership of the partner CSOs. Specifically, the database solution will address the partner CSOs' needs to:

- **Centralize Beneficiary Management:** Enable partner organizations to securely store, track, and manage comprehensive records of their direct and indirect beneficiaries, with the ability to easily disaggregate data by gender, age, disability status, and type of support received.
- **Enhance Reporting Capabilities:** Provide partners with the tools to generate accurate and timely reports on their activities, outputs, and outcomes, facilitating better communication with CARE, the EU, and other stakeholders.
- **Strengthen Organizational Networks:** Allow partner CSOs to maintain detailed profiles of the grassroots groups, women's groups, youth groups, and community-based organizations they collaborate with, fostering stronger coordination and partnership mapping.
- **Track Capacity Building Progress:** Enable CSOs to monitor the capacity development of their own staff and board members, including training attendance, knowledge gains, and the implementation of learning transfer initiatives.
- **Improve Data-Driven Decision Making:** Equip partner organizations with the ability to query their data, identify trends, and generate insights that inform their project planning, community needs assessments, and strategic direction.
- **Build Long-Term Data Management Capacity:** Leave partner CSOs with a sustainable tool and the necessary skills to continue managing their data independently, long after the BENAA project concludes.



Scope of Work and Deliverables:

The Consultant will work under the strategic leadership and guidance of the MEAL Unit to develop a database solution that is owned and managed by the partner CSOs themselves. The MEAL team will lead the process of defining data standards, ensuring alignment with donor reporting requirements, and providing ongoing support to partners after the consultancy ends. The scope includes, but is not limited to, the following:

- **Collaborative Planning with MEAL:** The consultant will begin by meeting with the MEAL Unit to understand existing MEAL frameworks, indicator tracking tables, reporting templates, and data quality assurance protocols. Together, they will develop a joint work plan that defines the consultant's role and the MEAL team's leadership role in each phase.
- **Conduct a Needs Analysis for CSO Database Requirements:** The consultant will carry out an analysis phase to thoroughly assess and document the specific data management needs, challenges, and priorities of the partner CSOs, ensuring the database solution is built on a clear understanding of their requirements.
- **Participatory Needs Assessment (Led by MEAL, Facilitated by Consultant):** The consultant, in close collaboration with the MEAL Unit, will conduct consultations with a representative sample of the 60 intermediary CSOs and grassroots organizations. The MEAL team will lead the engagement with partners, ensuring trust and open communication, while the consultant facilitates the technical discussions around data management challenges, technical capabilities, and preferences for database design. A key focus of these consultations will be to identify potential future data needs and variables that may not be captured in current project documents but are important for partners' own organizational learning and reporting.
- **User-Centered Database Design (Co-Created with MEAL and Partners):** Working side-by-side with the MEAL Unit, the consultant will develop a simple, intuitive, and accessible database system that can be easily used by CSO staff with varying levels of technical expertise. The MEAL team will ensure the design incorporates all necessary indicators and data fields required for BENAA project reporting, while the consultant ensures technical functionality and user-friendliness. Crucially, the database architecture must be flexible and scalable, allowing for the addition of new variables, modules, and data collection fields in the future to accommodate activities and reporting requirements not yet anticipated.
- **Database Development (Consultant Led, MEAL Reviewed):** The consultant will build the database using a sustainable, low-cost, and scalable platform that partner CSOs can maintain independently (e.g., Microsoft Access, open-source platforms like MySQL with a simple front-end, or a user-friendly no-code solution like Airtable or Knack, as agreed upon with CEF, MEAL, and partners). The MEAL team will review all developmental milestones to ensure alignment with project needs. The platform must allow authorized users (MEAL team and trained CSO staff) to easily create new data fields and forms without requiring advanced technical skills or redevelopment.
- **Data Collection Tools (Developed with MEAL):** The consultant and MEAL Unit will jointly develop standardized, yet flexible, data entry templates and forms for partner CSOs to use. These tools will cover, but not be limited to:



- Beneficiary registration and tracking (with disaggregation by sex, age, disability, and service type).
 - Partner CSO organizational profiles (governance, staff, thematic focus).
 - Sub-grantee or grassroots partner management.
 - Training and capacity building event tracking.
 - Initiative implementation monitoring (for the 15 initiatives under Result 3).
 - Additional activity tracking: The tools will be designed with the capacity to accommodate data collection for a wide range of current and future project activities, community interventions, and ad-hoc reporting needs identified by partners or the MEAL team.
- **Data Migration Support (MEAL Leads Engagement, Consultant Provides Technical Support):** The MEAL team will lead the process of engaging partner CSOs to transfer their existing beneficiary and organizational data from current formats (paper records, Excel sheets, etc.) into the new database system, with the consultant providing hands-on technical support and troubleshooting as needed.
 - **Comprehensive Training and Capacity Building (Co-Facilitated with MEAL):** The consultant and MEAL Unit will design and co-facilitate practical, hands-on training workshops for CSO staff and board members. The MEAL team will lead sessions on data quality, accountability, and reporting standards, while the consultant leads technical training on using the database. Together, they will ensure CSO staff are confident and capable in:
 - Using the database for daily data entry and management.
 - Generating reports for internal use and external reporting to CARE and donors.
 - Basic data analysis to inform their own project decision-making.
 - Data backup, security, and privacy practices.
 - Customizing the database: Training will include guidance on how CSO staff and the MEAL team can modify and expand the database over time to capture new variables and track additional activities as their programs evolve.
 - **User Manuals and Job Aids (Developed with MEAL Review):** The consultant will develop simple, easy-to-understand user manuals and quick-reference guides in Arabic, tailored to the needs of CSO staff. The MEAL team will review these materials to ensure they are practical and aligned with project terminology and standards. The manuals will include a section on "Expanding Your Database" to guide users on how to add new fields and track additional activities independently.
 - **Ongoing Support and Handover to MEAL:** The consultant will provide a period of remote or on-site support following the training to troubleshoot issues and answer questions. The final and most critical step will be a formal handover to the MEAL Unit, ensuring they have full knowledge, access, and capability to provide ongoing support to partner CSOs and maintain the database system long after the consultancy concludes. This handover will include a technical walkthrough of the database architecture, emphasizing how to add new variables and modules to meet future data collection needs.



Deliverables:

1. **Inception Report (Co-Developed with MEAL):** Outlining the consultant's understanding of the assignment, detailed methodology for partner consultations (with MEAL leading engagement), proposed database platform(s), and a joint work plan.
2. **Database Design Prototype (Validated by MEAL and Partners):** A prototype of the database interface and core functionalities, developed with MEAL input and presented to a group of partner CSOs for feedback and validation.
3. **Finalized Database System (Approved by MEAL):** The fully functional database system, ready for deployment to partner CSOs, along with installation and setup guides. The system must include demonstrated flexibility to add new data fields and modules.
4. **Training Package (Delivered with MEAL):** Training curriculum, materials, and schedule, along with a record of training participants. The MEAL team will co-facilitate and ensure quality.
5. **User Manuals and Quick Reference Guides (Reviewed by MEAL):** Comprehensive, user-friendly documentation in Arabic, including guidance on expanding the database for future activities and variables.
6. **Handover Package and Final Report:** A comprehensive handover package for the MEAL Unit, including all technical documentation, administrative access, and a sustainability plan. A final report summarizing the process, challenges, lessons learned, and recommendations for long-term MEAL leadership and partner CSO support.

Methodology:

The Consultant is expected to propose a detailed and participatory methodology in their technical proposal. The methodology must explicitly recognize that **the MEAL Unit will lead the overall process**, with the consultant serving as a technical expert and facilitator. The methodology must be grounded in adult learning principles and emphasize co-creation with partner CSOs. It should clearly outline:

- How the consultant will collaborate with and support the MEAL Unit throughout all phases of the assignment.
- How a diverse range of partner CSOs will be engaged in the needs assessment and design phases, with the MEAL team leading relationship management.
- The criteria and process for selecting the most appropriate and sustainable database platform, considering partner CSOs' limited technical resources and varying capacities, with the MEAL team's input on long-term maintainability.
- The approach for developing training that is practical, accessible, and tailored to the specific needs of CSO staff, and how the MEAL team will be equipped to deliver refresher trainings in the future.
- A clear plan for transferring all technical knowledge and administrative control to the MEAL Unit, ensuring they are fully prepared to lead ongoing support and maintenance.



Consultant's Qualifications:

- **Essential:**
 - Advanced degree in Computer Science, Information Systems, Data Management, Social Sciences, or a related field.
 - Proven experience (at least 5 years) in designing and developing database systems for non-technical users, preferably within civil society or community-based settings.
 - Strong technical skills in relevant database platforms, with a preference for open-source, low-cost, or no-code solutions that are sustainable for small organizations.
 - Demonstrated experience in developing and delivering effective training programs and user-friendly documentation for diverse audiences, including those with limited computer literacy.
 - Experience in data cleaning, migration, and validation.
 - **Excellent facilitation, communication, and interpersonal skills, with the ability to work collaboratively alongside a MEAL team, taking direction from them while providing technical expertise.**
 - Fluency in Arabic (essential) and working proficiency in English (written and spoken).
- **Desirable:**
 - Previous experience working with Egyptian civil society organizations, particularly at the grassroots level.
 - Deep understanding of Monitoring & Evaluation (M&E) frameworks and the importance of disaggregated data (gender, age, disability).
 - Familiarity with data protection and privacy principles in a development context.

Consultancy Level of Effort

A total of [45] working days is foreseen for this assignment, allowing adequate time for meaningful collaboration with the MEAL Unit, partner consultations, training, and handover.

Specific Tasks, Outputs and Time Frame

Tasks	Outputs	No. Days/ Time Frame
Phase 1: Collaborative Planning & Partner Consultation (Led by MEAL, Supported by Consultant)	1. Inception Report (co-developed) 2. Database Design Prototype (validated with MEAL and partners)	12 days
Phase 2: Database Development & Testing (Consultant Led, MEAL Reviewed)	3. Finalized Database System (approved by MEAL) 4. Data migration support to pilot CSOs (MEAL leads engagement)	15 days



Phase 3: Partner Training & Capacity Building (Co-Facilitated with MEAL)	5. Training Package delivered to partner CSOs 6. User Manuals and Quick Reference Guides (Arabic, reviewed by MEAL)	12 days
Phase 4: Handover to MEAL & Finalization	7. Formal handover to MEAL Unit completed 8. Final Report with sustainability recommendations	6 days

Implementation of the Consultancy Assignment

Consultancy duration:

From **26 April 2026** until the **end of June 2026**

Coordination and Reporting

The consultant will work **closely and on a daily basis** with the **Monitoring, Evaluation, Accountability, and Learning (MEAL) Unit**, which will lead all partner-facing engagements and provide **strategic guidance throughout the consultancy period**.

The consultant will submit **technical progress reports** to the **MEAL Unit Manager**, who will inform the consultant—within **7 working days** of receiving any submitted documents or reports—of their decision regarding approval. If documents or reports are rejected, reasons will be provided, or revisions may be requested.

All feedback will be provided in a **collaborative manner**, with the shared objective of ensuring that the final product effectively serves the needs of partner organizations and that the **MEAL Unit fully owns the system and can sustainably maintain it in the long term**.

Submission of Technical and Financial Proposal

The consultant must submit a **technical and financial proposal (in both Arabic and English)** outlining the **proposed implementation strategy** to achieve the expected consultancy results. The proposal should include:

- The consultant's **CV**, highlighting relevant experience related to the consultancy scope
- **Work plan and timeline**
- **A sample from a similar previous assignment**
- **A detailed financial proposal**, including:



- Consultant daily rate
- Transportation and accommodation costs in governorates where field visits and meetings with partner CSOs will take place
- Tools and resources to be used
- Costs related to the consultant and any supporting team members

Financial Proposal Table (Consultant Fees & Team)

Description / Deliverables	Quantity	Unit	Unit Cost	Total
Phase 1: Collaborative planning and partner consultation (led by the unit, supported by the consultant)	12	Day		
Phase 2: Database development and testing (led by the consultant, reviewed by the unit)	15	Day		
Phase 3: Partner training and capacity building (co-facilitated with the unit)	12	Day		
Phase 4: Handover to the unit and closure	6	Day		

Other Expenses

Description	Cost (EGP)	Quantity	Total



Submission of Technical and Financial Proposal

- The **technical and financial proposal** must be submitted via email **no later than Wednesday, 15 April 2026**, with the **consultancy assignment title written in the email subject line**, using the tables provided above in the financial proposal.
- **Late submissions will not be considered under any circumstances.**
- For additional information or inquiries, please contact:
Nermin.Kadry@cef-eg.org before **12 April 2026**
- Payment will be processed **within 30–45 working days after completion of services**, according to the agreed timeline and submission of an invoice and timesheet.
- The organization reserves the **right not to provide justification for rejection.**
- The organization also reserves the right to:
 - Request a **revised proposal**
 - Request **additional documentation**
 - Divide the consultancy assignment among **multiple consultants**, if multiple suitable approaches are proposed.

Proposal Evaluation Criteria

Proposals will be evaluated based on **weighted criteria**, including understanding of the assignment, methodology, previous experience, and value for money.

First: Technical Evaluation Criteria – 70%

No.	Criteria	Weight
1	Understanding of the assignment and proposed methodology (clarity of understanding consultancy objectives, quality of methodology, and relevance to partner CSOs' needs)	20%



No.	Criteria	Weight
2	Previous experience in database design and development (minimum 5 years proven experience developing database systems for non-technical users, preferably within civil society environments)	30%
3	Previous experience in training and documentation development (minimum 3 years proven experience designing and delivering effective training programs and user-friendly documentation for diverse audiences, including users with limited computer skills)	20%

Total Technical Score: 70%

Second: Financial Evaluation Criteria – 30%

No.	Criteria	Weight
1	Cost competitiveness (appropriateness of total cost compared to scope of work and expected deliverables relative to market averages)	15%
2	Value for money (quality of financial proposal relative to experience and methodology)	10%
3	Payment schedule and timeline compliance (clarity and realism of timeline and commitment to deadlines)	5%

Total Financial Score: 30%

Additional Evaluation Notes

- Financial proposals will **only be opened** for submissions that achieve at least **50% of the technical score**
- The organization reserves the right to request:
 - revised proposals
 - additional supporting documents



- The organization reserves the right to **divide the consultancy assignment among multiple consultants**, if appropriate
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Required Contents of the Technical Proposal

The technical proposal must include at minimum:

1. Understanding of the Assignment

A brief explanation demonstrating the consultant's understanding of the consultancy objectives and expected challenges.

2. Proposed Methodology

A detailed implementation plan including:

- How partner CSOs will be engaged in **needs assessment and system design**
- Proposed **tools and technologies** for database development

3. Work Plan and Timeline

A proposed implementation schedule aligned with the total duration of **45 working days**

4. Consultant CV

Clearly highlighting relevant experience and similar previous assignments

5. Samples of Previous Work (if available)

One or two examples of:

- database system development work
- training documentation or manuals