



Project Title:

**Strengthening civil society & youth for climate action in Egypt
“Climate Leaders Project”**

**Terms of Reference (TOR)
for Consultancy Service to Conduct:**

TOT Program on Leadership and climate adaptation
and
coaching for certain lobbying activities including participation in COP

Project Number: P7955

Activity Code: A1.1.1, A3.1.4

CARE Egypt Foundation Background

CARE Egypt Foundation (CEF) is a non-governmental organization registered with the Central Administration of Associations and Federations at the Ministry of Social Solidarity under registration number 2018/833. The Foundation's headquarters is located at 25 Asmaa Fahmy Street, 5th Floor, Plot No. 1, Square Y, Nasr City First Police Station, Cairo, Egypt. The Foundation is subject to the provisions of the Law on Regulating the Exercise of Civil Work No. 149 of 2019.

CARE Egypt Foundation builds on and benefits from the legacy and expertise of CARE International in Egypt, which extends back to 1954. The Foundation assumes responsibility for designing, implementing, and managing development programs and projects aimed at improving living conditions and quality of life. This is achieved by responding to and addressing the root causes of poverty and meeting the most urgent needs of the poor and marginalized groups in Egypt, using a sustainable approach consistent with local and national cultures, realities, and local and national contexts.

The Foundation focuses its interventions and designs its programs in the areas of economic and social empowerment of Egyptian women, development and improvement of the educational environment, support to the agricultural sector—particularly smallholder farmers—improving government performance, and supporting trust-building processes among development partners through the application of governance and social accountability tools and methodologies. This is achieved through investing in local capacities and ideas and adopting projects that contribute to improving the economic and living conditions of these communities and addressing the root causes of poverty.

The Foundation is also committed to strengthening the role of local civil society by engaging civil society organizations as partners in all of the Foundation's projects in a manner that ensures their capacity strengthening and enables them to effectively play the required developmental role within the government's sectoral and geographic development plans and programs.

The Foundation also works to identify and adapt key international development experiences across various fields and present them within local and national contexts. In parallel, it highlights successful local experiences and promotes them globally in order to benefit from international experiences while presenting Egyptian development models to relevant stakeholders and actors at the global level.

Project Overview

Within this framework, the project "Strengthening Civil Society and Youth for Climate Action in Egypt" comes as a three-year initiative funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by CARE Egypt Foundation, spanning the period from November 2025 to October 2028. The project aims to enhance the role of youth-led civil society organizations (CSOs) in contributing to national climate resilience efforts and in supporting the country's adaptation strategies. The project also seeks to establish a sustainable model of cooperation among youth organizations, government entities, and the private sector in a manner that strengthens community-based climate action and ensures the sustainability of impact over the long term.

The project is implemented in partnership with 25 youth-led civil society organizations across three governorates: Cairo, Assiut, and Beni-Suef. Through this partnership model, the project seeks to build institutional and technical capacities of youth actors while ensuring the localization of climate action interventions.

Key project components include the delivery of a comprehensive package of capacity-strengthening activities, such as Training of Trainers (ToT) programs and specialized technical workshops facilitated by both international and local experts with the aim of preparing and equipping youth leaders capable of transferring knowledge to their communities, thereby contributing to enhanced environmental awareness and expanding youth participation—particularly that of young women—in designing and implementing practical solutions to address the impacts of climate change. In parallel, the project implements a series of local climate initiatives and public awareness initiatives—comprising events, campaigns, and digital outreach—designed to increase community understanding of climate change impacts and adaptation measures in addition to supporting advocacy efforts and influencing environmental policies at the local level.

As part of the evidence-generation component, youth participants will conduct action research and develop locally informed policy recommendations. These recommendations will undergo a structured review and validation process with relevant stakeholders, including governmental bodies, private sector representatives, development partners, and civil society organizations. This participatory approach is intended to strengthen policy dialogue and promote inclusive climate governance at the local level.

Project's Scope

The following are expected project outcomes:

Main Objectives:

1. Young people and youth-led civil society organizations in Egypt are actively contributing to strengthening the country's resilience to climate change and its adaptation strategies.
2. 25 youth-led civil society organizations and 4,500 young people in Cairo, Assiut and Beni-Suef have increased their knowledge about climate change and are able to influence their communities and actively shape local environmental policy.

Subgoals:

1. Capacity Strengthening: 25 youth-led civil society organizations and 4,500 youth from rural and urban communities are able to understand environmental issues, develop effective climate adaptation measures and advocate for climate-related issues at the local level.
2. Climate Change Action: 10 youth-led civil society organizations are *implementing 10 effective*, people-centered and gender-sensitive climate initiatives that strengthen the adaptive capacity and resilience of 1,200 community members in rural and urban communities.
3. Networks: Youth-led civil society organizations and youth are actively part of relevant networks and social movements that influence the climate adaptation agenda in Egypt, and participate in local, regional, and international coordination processes related to climate action.

Project's Key Activities

The project implements the following key activities that allow for achieving the overall purposes and outcomes:

A1.0 Call for applications to identify youth-led civil society organizations in the target regions
A1.1 Conduct capacity strengthening on youth leadership, climate adaptation (ToT) and CARE approaches
A1.2 Conduct youth-led participatory action research to identify challenges and solutions related to climate change in collaboration with authorities and a local consultant to develop and implement awareness campaigns for mainstream and social media.
A1.3 Implementation of workshops on climate change adaptation, lobbying and soft skills.
A2.0 Implementation of workshops on the topics of project planning, budgeting, monitoring and evaluation.
A2.1 Implementation of up to 10 climate initiatives by youth organizations.
A2.2 Implementation of advocacy activities by youth-led CSOs on promoting environment protection and climate change adaptation based on the action research results.
A2.3 Develop a local policy recommendation based on the results of the action research and hold meetings at district and provincial levels to present the results of the action research, hold discussions and revise the local policy recommendation with relevant stakeholders.
A2.4 Organize an advocacy event to present the results of action research and climate initiatives to relevant stakeholders (government, private sector, partners, other organizations, etc.) and decision-makers to influence climate policy.
A3.0 Organize networking events that bring together youth-led CSOs, other (local) organizations working on climate change, networks such as the Pan African Climate Justice Alliance (PACJA), and government and private sector actors.
A3.1 Implementation of the COP model in cooperation with Egyptian youth and participation in local, national and regional activities related to COP31/32.
A3.2 Strengthen existing and create new networks between organizations and the private sector that address climate change.

Project Stakeholders

The project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by CARE Egypt Foundation – as the lead implementing agency – in collaboration with CARE Germany. A total of 25 youth-led civil society organizations (CSOs) will serve as implementation partners across the three target governorates: Cairo, Assiut, and Beni-Suef.

In addition to these primary stakeholders, the following table outlines the direct and indirect beneficiaries who will engage with or benefit from the project's activities and outcomes.

Table 1. Direct Participants, indirect beneficiaries

Direct Participants	Impact	No. Direct Participants ¹
young people in rural and urban communities in the governorates of Cairo, Assiut and Beni-Suef.	receive training on a wide range of topics relating to climate protection through the workshops held.	At least 4,500
young people, other members of the community and professionals	benefit from the networking events.	At least 200
community members	are reached through the local policy recommendation based on the results of the action research and various meetings at district and provincial level	At least 2,000
community members (farmers and other people in need)	benefit directly from the climate protection measures implemented locally	At least 1,500
relevant political actors at regional and local level (e.g. local/regional politicians)	They take part in the network events as well as in the event to present the implemented projects.	24
other organizations (local and international NGOs, local initiatives, etc. that do not belong to the organizations mentioned above) and companies (from various sectors such as agriculture and green technologies)	They take part in the network events as well as in the event to present the implemented projects.	15
Organizations	selected to implement climate change initiatives.	10
community members	benefit indirectly from the climate protection measures implemented locally	6,000 <i>(Indirect Beneficiary)</i>
young people	interviewed through action research and benefit indirectly from this activity	At least 1,000 randomly selected <i>(Indirect Beneficiary)</i>
peers and family members of the 4,500 young people trained	educated on climate change.	At least 9,000 <i>(Indirect Beneficiary)</i>
social media participants in the form of likes, shares and comments	reached through awareness-raising measures via social media and social media campaigns	At least 301,000 <i>(Indirect Beneficiary)</i>
Organization members	joining the existing and new networks	At least 100

Assignment's Purpose, Objectives, and Rationale (A1.1, A3.1)

1. **Capacity Strengthening – ToT Program (A1.1)**

- a. **Conducting ToT:** The objective of the assignment is to conduct a comprehensive face-to-face Training of Trainers (ToT) Program (including online sessions) on youth leadership and climate change adaptation for 40 to 50 young participants (20 men and 20 women) between the age 18 to 35. The 40 Participants are selected from 20 youth-led CSOs. In addition to the 20 CSOs to be selected, CEF has selected five youth-led CSOs who have already completed the same training and will support the other 20 organizations and act as mentors. The activity

¹ Definitions of participants can be found at <https://bit.ly/Def4Participants>

will not only empower the first 40 participants, but will also have a cascading effect as trained youth will in turn train at least 4,500 youth in rural and urban communities face-to-face. The training will be bilingual to acquaint participants with key relevant idioms enabling them to participate in international events. Some sessions may be presented on-line if international speakers are invited to enrich the experience and share their insights. Participants will be provided with time and space for discussion in Arabic so that they can reflect on the application of what they have learned in their local context. This reflection component is crucial to ensure that the knowledge acquired during the training is tailored to the specific challenges and opportunities in the governorates of Cairo, Assiut and Beni-Suef. This multiplier effect will contribute to building a resilient community equipped with the necessary skills and knowledge to face the challenges of climate change.

- b. **On-the-Job Technical Support:** The assignment also includes providing on-the-job technical support to the trainees—who will become trainers—during their field implementation of the training workshops within their communities across the three targeted governorates. Support and guidance will be provided based on implementation follow-up with the aim of ensuring continuous improvement. In addition, field monitoring will contribute to assessing the performance of the young trainers in order to select candidates for participation in the COP Simulation Model according to previously defined criteria.

Direct target group: 40 youth representing the 20 selected CSOs (20 males and 20 females aged 18-35).

Indirect target group: At least 4,500 young people in rural and urban communities in the governorates of Cairo, Assiut and Beni-Suef (direct target group in A1.3).

2. Technical Support to Advocacy Activities – COP Model (A3.1)

The assignment also includes providing technical support, guidance and coaching on some of the advocacy activities (A3.1). This support will be based on the needs that arise during implementation, in particular to support young people who are selected to effectively take on the roles of country delegates and representatives of different climate actors. This activity (A3.1), developed in collaboration with international youth initiatives, aims to simulate the critical discussions and negotiations during the COP conference. Participants take on the roles of delegates, activists and journalists to gain an insight into the complexities and compromises of multilateral climate negotiations. 23 participants from Egypt (selected from the ToT training participants) will take part in the simulation. The simulation will start with a capacity building program led by experts and representatives from local and international organizations. Participants will be trained to effectively take on the roles of country delegates and representatives of different climate actors. Experts will guide participants in role-plays that will enable them to understand and embody the perspectives of the different actors involved in the climate negotiations. This hands-on experience will foster a lively dialog on climate policy. Participants will be divided into negotiating groups representing three different regions. They will immerse themselves in multilateral negotiations and grapple with the challenges and dilemmas associated with preventing further global temperature rise. This exercise will highlight the complexity of climate diplomacy. They will work together to develop and present policy recommendations to

improve global climate action. Participants will develop a deep understanding of the purpose and importance of COP conferences in the fight against climate change and nature loss, explore the role of economic activities in promoting climate change and identify opportunities for sustainable practices. They will also develop critical thinking, negotiation and problem-solving skills related to global climate policy and foster international cooperation, dialog and empathy by stepping into the roles of different stakeholders in climate negotiations. This activity provides a unique opportunity for young people to actively engage with the pressing issues of our time and contribute to meaningful discussions on climate change mitigation and adaptation. Through collaboration and simulation, participants will be better equipped to deal with the challenges and complexities of a changing world. The COP simulation will be accompanied by a social media campaign. The 23 participants will also be invited to participate in the next COP conference in cooperation with the CARE Egypt Foundation. They will represent the local youth and community priorities and present the recommendations developed to an international audience.

Direct target group: 23 young people, who were selected in a transparent manner by the young people who actively participated in the ToT training.

Indirect target group: at least 300,000 people reached through the social media campaigns in the run-up to COP 31 and 32.

Impact

Youth-led climate change adaptation and resilience action is strengthened in rural and urban communities in Cairo, Assiut, and Beni-Suef through enabling of youth leaders to actively contribute to local adaptation initiatives, advocacy efforts, and multi-stakeholder climate processes.

Outcomes

By the end of the comprehensive TOT Course, targeted youth are expected to increase their capacities for climate change adaptation and climate resilience, and be able to cascade acquired knowledge to their communities in the project's three targeted governorates.

As the long-term outcome of the comprehensive TOT, and continued technical support throughout the project's implementation period, youth aged 18-35 in the three targeted governorates in Egypt demonstrate strengthened capacities to:

- lead and implement climate adaptation action at community level,
- take up climate change adaptation leadership roles within youth-led CSOs,
- engage in climate change adaptation policy dialogue and advocacy at local and national levels, and
- initiate and sustain new adaptation partnerships at the local and national level.

As the short-term outcome youth organizations in Egypt will have strengthened capacity to further deliver trainings to youth in Climate Change, Climate Change Adaptation, Climate Change Leadership and Climate Change policy advocacy, and decision-making at the local and national level, while the Toolkit on Leadership & Adaptation will be taken up by youth organizations beyond those directly engaged in the project.

Knowledge & skills participants will have acquired

- Understanding of what climate change is,
- Understanding of the causes and vulnerabilities of climate change,
- Understanding of how to respond to climate change impacts,
- Understand what adaptation means, and have knowledge of a range of adaptation solutions that can be implemented in communities,
- Understand what policy is, and capacity to identify entry-points to engage in policy-making,
- Have knowledge of National Adaptation Plans (NAPs) and National Adaptation Programs of Action (NAPAs), and the Global Goal on Adaptation,
- Acquire soft skills to engage with policy-makers, such as through meaningful engagement in NAP consultations,
- Understand and apply advocacy tactics and skills, and
- Design, develop and implement adaptation actions.

Assignment Details:

1- Comprehensive ToT Delivery

The consultant/service provider is expected to design and deliver a comprehensive training program that includes:

- Specialized practical and theoretical training on climate change, climate adaptation, youth leadership skills, and environmental advocacy.
- Practical sessions that strengthen participants' capacities to cascade/transfer knowledge, facilitate discussions, and lead training groups.
- Bilingual training and provision of training materials in both Arabic and English to familiarize trainees with the terminology used in international climate events.
- Providing discussion spaces in Arabic to ensure understanding of the local context and the application of knowledge within the communities of the three target governorates.
- Presenting case studies from the local, regional, and international contexts (Middle East and Africa), in addition to exercises, working groups during the training, and implementation guidance.
- Pre-reading materials shared with trainees prior to the training to enrich discussions.
- Designing and managing field-based training sessions.
- Empowering youth to lead youth initiatives within their communities.

2- Building Participants' Capacities to Cascade Knowledge (Provision of Field Technical Support)

- Developing participants' skills to become effective leaders in climate action within their communities and enabling them to train at least 4,500 young men and women in Cairo, Assiut, and Beni-Suef governorates.
- Providing technical support and field visits to follow up on the transfer of knowledge acquired through the training from the trainers to the participants.
- Providing feedback sessions to trainers regarding their performance, lessons learned, and adjustment of learning approaches according to the social environment.

Accordingly, participants will become capable of directly training at least 4,500 young men and women during the project implementation period.

3- Providing Technical Support and Guidance to Participants in Advocacy and Climate Conference (COP) Simulation Activities Twice Before COP31 (2026) and COP32 (2027)

The consultant shall provide technical and advisory support in implementing activities under Activity A3.1, including:

- Developing criteria and tools for selecting 23–25 training participants to take part in the international Climate Conference Simulation Model and incorporating recommendations regarding participant selection based on the effectiveness of their participation in the ToT training.
- Training 23–25 selected participants to assume the roles of negotiators and representatives in the simulation model of international climate conferences (COP).
- Developing critical thinking, negotiation, and problem-solving skills within the context of global climate policies.
- Supporting youth in developing evidence-based local and regional policy recommendations.
- Implementing and supervising practical climate conference simulation activities led by the trained youth to translate advocacy and influence activities into practice.

Expected Outcomes

This assignment contributes to achieving both short- and long-term outcomes aligned with the project's objectives and strategic goals through empowering youth and strengthening their leadership and technical capacities in climate adaptation and environmental policy advocacy. The expected outcomes include the following:

1. Short-Term Outcomes

By the end of the Training of Trainers (ToT) implementation and the delivery of the training tools and methodologies, youth-led civil society organizations are expected to achieve the following:

1.1 Acquisition of Core Climate Adaptation Skills

Participants will gain solid knowledge of:

- Climate change concepts, causes, and impacts.
- The concept of climate adaptation, its types, and adaptation measures.
- Strategies for reducing climate-related risks within local communities.

1.2 Enhanced Youth Leadership and Organizational Capacities

Youth participants will demonstrate:

- Improved ability to design and facilitate effective training sessions.
- Leadership skills enabling them to manage and guide youth groups.
- Greater awareness of community participation principles and good governance.

1.3 Readiness of Youth-Led CSOs to Deliver Cascade Trainings

Organizations will become capable of transferring the knowledge acquired through the training by implementing cascade training programs on:

- Climate change,
- Climate adaptation,
- Climate leadership, and

- Environmental advocacy and decision-making.

These training programs will be applicable across communities in Cairo, Assiut, and Beni-Suef.

2. Long-Term Outcomes

The impact of the assignment is expected to extend throughout the project duration, generating broader influence at both local and national levels.

2.1 Youth Leaders Capable of Implementing Climate Adaptation Initiatives

Young people are expected to implement practical initiatives that strengthen climate resilience through:

- Developing local adaptation solutions,
- Raising community awareness, and
- Supporting groups most vulnerable to climate impacts.

2.2 Effective Participation in Climate Dialogue and Policy Processes

Participants will gain the capacity to:

- Engage in local and national policy dialogue processes,
- Contribute to evidence-based policy recommendations, and
- Participate in international events such as COP climate conferences.

2.3 Building New Climate Collaboration Networks at Different Levels

Expected results include:

- Strengthening relationships among youth organizations, the private sector, and governmental entities.
- Engaging in local, regional, and international climate action networks.
- Establishing collective initiatives based on multi-stakeholder partnerships.

2.4 Sustainable Community Impact in the Three Target Governorates

A direct community-level impact is expected through:

- Improving the adaptive capacities of individuals most affected by climate change,
- Raising public awareness of climate-related risks, and
- Enhancing local preparedness to address climate change impacts.

3. Intellectual Outputs and Institutional Learning

The assignment is expected to contribute to:

- Expanding the use of the “Leadership and Adaptation Training Toolkit” within and beyond the participating organizations.
- Strengthening participatory and experiential learning practices.
- Developing a reusable training package for future projects.

Expected Deliverables

The training toolkit of the previous ToT conducted in 2023 will be utilized after adjusting it to the national context. Egyptian climate policy needs to be reviewed to enrich the training kit with updated local examples and case studies.

The consultant/service provider shall deliver a comprehensive set of outputs covering the preparation, implementation, follow-up, evaluation, and final documentation phases. These deliverables aim to ensure the quality of the training and provide integrated training content that can be utilized by CARE Egypt Foundation and partner civil society organizations. The deliverables are distributed as follows:

1. Tailored Training Package & Preparation

Language of Submission: Arabic and English

Expected Content Includes:

- A Training Needs Assessment report.
- A detailed training agenda, including the objectives and timing of each session.
- A comprehensive training plan explaining the adopted methodology and learning model.
- A training curriculum/toolkit (for both trainers and trainees) adapted to the local Egyptian context.
- Conversion of the training package into interactive digital content ready for uploading to online platforms, enabling self-learning and online enrollment.
- Development of a comprehensive e-learning course with an automated participant progress tracking system that ensures completion of knowledge stages before moving to practical application.

Beneficiaries:

BMZ, CARE Germany, CARE Egypt, civil society organizations, the project technical team, and trainees.

2. Training Materials

Language: Arabic and English

Content Includes:

- Pre- and post-test templates and measurement tools.
- Presentation slides (slide decks) for all training sessions.
- Participant handbook/workbook in PDF format.
- Facilitator guide including activity details and facilitation methodologies.
- Real-life case studies from the Egyptian, regional, and international contexts, as well as exercises and group activities.
- Pre-reading materials to be shared prior to the training.

Note: The intellectual property rights of the training materials, following their development and adaptation, shall belong to CARE. CARE shall have the right to use these materials in future trainings and upload the digitized version of the training package to digital platforms for training purposes.

3. Training Delivery

Includes:

- Delivering a comprehensive and fully prepared Training of Trainers course according to the agreed schedule.
- Managing and conducting face-to-face training sessions.
- Facilitating discussions, group work, and practical exercises.
- Coordinating any supportive virtual sessions (if applicable).
- Documenting attendance and participant engagement throughout the training days (documents and audio-visual materials).

Beneficiaries:

Participants, civil society organizations, and the project team.

4. Monitoring & Evaluation

Includes:

- Pre- and post-assessment tools.
- Training evaluation forms and analysis of results (Training Evaluation Report).
- Documentation of success stories and lessons learned during implementation.
- Recommendations for improving future training cycles.

Note: Evaluation tools must incorporate Gender and Inclusion Analysis considerations.

5. Final Documentation Package

Includes:

- The final training report, including outcomes, challenges, lessons learned, recommendations, and success stories.
- A complete reusable training package including:
 - An editable version.
 - A ready-to-use PDF version.
- Recommendations for improving and managing similar trainings in the future.

**N.B. All developed materials or delivered contents should remain sensitive to the social, cultural, and political context of the project's three targeted governorates (Cairo, Assiut, and Beni-Suef).*

Structure of the Training of Trainers Program

The training course will adopt a blended learning approach, whereby participants will learn concepts and practices from practical sources, peers, and facilitators, and then apply them in their daily work.

Modules and Objectives

The organization of the training modules upon which the content is based is illustrated in the figure below.



Operational & Learning Outputs

- **Virtual Learning Environment:** Digital learning management content including login records and a discussion forum supervised through technical support.
- **Expert Webinars:** Organizing and conducting online webinars with experts, focusing on real-life case studies from the Egyptian, African, and Middle Eastern contexts.
- **Assessment and Quality Assurance Tools:** An integrated package including pre- and post-tests, practical performance evaluation forms, and structured feedback sessions.

Field Coaching & Performance Reporting

- **Coaching and Follow-up Program:** Providing periodic technical support and guidance to trainers in Cairo, Assiut, and Beni-Suef to ensure effective field implementation.
- **Field Quality Monitoring:** Live evaluation reports on trainers' performance during the implementation of local workshops, including direct support and feedback to improve facilitation skills.
- **Training Roll-out Plan:** A participatory draft plan, supervised by the consultant, outlining how to reach 4,500 beneficiaries across the targeted governorates.

Certification & Sustainability

- **Certificates of Completion:** Awarding “Climate Leadership Trainer” certificates to participants who successfully meet attendance requirements and pass the knowledge and skills assessments.

Timeframe

The assignment is expected to be implemented according to the following timeline:

From June 2026 to December 2026

Including:

- Preparation for the Training of Trainers program and development of the training package.
- Delivery of face-to-face training sessions, practical sessions, online sessions, and submission of the training report.
- Field visits to provide technical support and coaching, online experience-sharing sessions, and submission of field visit reports.
- Organizing, preparing, and delivering the simulation model, as well as providing technical support for preparation to participate in COP31 in 2026.
- Digitization of the training content.
- Evaluation and submission of the final report covering all previous activities.

During the Period from August to December 2027

- Providing technical support and simulation model activities for participants in COP32 in 2027, in addition to submitting the technical report.

Proposed Timeline for Assignment Implementation and Expected Deliverable

Activity / Deliverable	Timeline	Expected Output
Work Plan and Overall Training Framework (including a proposed model for pre- and post-tests to measure knowledge levels, skills, etc.)	Within one week of contracting	A Word document including the methodology, implementation arrangements, work plan, detailed timeline, and assessment tools/tests
Training Package: Trainer and Participant Manuals, and Presentation Slides	Within two weeks	Complete bilingual training package and presentation materials
Delivery of the ToT Training and Online Case Study Session	June – July 2026	Documentation related to the actual implementation, such as attendance sheets, test results, photos, etc.
Preliminary Technical Training Report including trainee assessment according to the selection criteria (as mentioned in the reporting requirements section)	End of July 2026	A Word report in both English and Arabic
Technical Support and Field Follow-up Visits for Trainers During the Delivery of Trainings to Beneficiaries (5 days in each governorate)	July – August 2026	Field training plan, visit schedules, coordination documents, field follow-up forms, and related materials
Online Session for Trainers to Exchange Experiences and Lessons Learned	August 2026	Session plan including objectives and expected outcomes
Technical Support Visits Report Including Trainers' Evaluation and Selection of Candidates Eligible for COP 2026 Simulation	August 2026	A report including trainers' evaluations and recommendations for selecting qualified trainers for the simulation according to the established criteria
Organization, Preparation, Technical Support, and Delivery of COP 2026 Simulation (including logistics), and Simulation Report	August – September 2026	A plan outlining the simulation format, implementation mechanisms, proposed venue, and a report on the simulation implementation
Digitization of the Training Content into an Uploadable Online Training Course	December 2026	Digital training course content
Final Report	December 2026	A comprehensive report covering all previous tasks
Organization, Preparation, Technical Support, and Delivery of COP 2027 Simulation (including all logistics from August to October 2027), and Simulation Report	During the period: August – December 2027	A plan outlining the simulation format, implementation mechanisms, proposed venue, and a report on the simulation implementation

Reporting Requirements

The consulting entity shall submit the following reports within the timelines specified in the table above:

Preliminary Training Report

The report shall include:

- A summary of the implemented training sessions, including participants' interaction, engagement, and any noteworthy observations.
- Analysis of the pre- and post-assessment results.
- Assessment of participants' engagement levels and acquired skills.
- Preliminary recommendations for performance improvement.

Professional Support & Coaching Visits Report

The consultant shall submit a report documenting:

- The technical support provided after the training, including reports of field visits to the governorates during the follow-up of participants' implementation of the trainings and the evaluation of their performance.
- The technical support provided for preparing participants for the COP and during the implementation of the COP simulation model.
- The outcomes of advocacy and policy-related activities.
- Participants' readiness to engage in COP participation and negotiation tasks.

Final Training Report

The report shall include:

- Full documentation of the training activities and the results of the technical support visits conducted during participants' field implementation of the Training of Trainers activities.
- Achieved results compared to the intended objectives.
- Success stories and lessons learned.
- Future recommendations.
- Annexes including training materials, attendance sheets containing participants' data and signatures, and evaluation results.

In addition to the report related to the provision of technical support and the implementation of the second simulation model for preparing participants for the COP32 Climate Conference in 2027.

Review and Approval

All reports, educational materials, presentations, templates, and documents shall be reviewed by the responsible focal point at CARE Egypt Foundation to ensure compliance with the assignment requirements and adherence to the communication and visibility guidelines applicable within the project framework.

In the event that revisions are requested, the required amendments shall be clearly communicated to the consulting entity for action. No submitted document shall be considered approved until all requested revisions have been completed and officially confirmed through documented correspondence.

Main Budget Requirements and Calculation of the Consultancy Assignment Costs Submitted by the Consulting Entity (Consultancy Office / Consulting Firm)

The consulting entity shall submit a comprehensive budget covering all costs and shall bear full responsibility for all expenditures. CARE will not participate in implementing any logistics or administrative arrangements. All costs shall be calculated as part of the assignment cost assigned to the consulting entity. At a minimum, the budget must include the following items:

Cost of the Consultant's / Technical Team's Daily Training Rate for Training Delivery, Including:

- Daily consultancy fees.
- Internal transportation costs and travel to/from the governorates (Cairo – Beni-Suef – Assiut).
- Accommodation costs during training sessions or meetings.
- Any other costs related to the assignment such as:
 - communication and coordination with trainees,
 - follow-up activities,
 - meetings to develop participatory field implementation plans,
 - administrative coordination,
 - etc.

Consultant Daily Rate for Report Writing and Content Development, Detailed as Follows:

- Daily consultant fee for developing the training manual and digital content.
- Daily consultant fee for report preparation.
- Daily consultant fee for facilitating and managing online sessions (expert webinars).

Note: The consultant fee under this section refers only to the daily professional fee without including any additional costs such as transportation, accommodation, etc.

Consultant Daily Rate for Preparing and Organizing COP 2026 and COP 2027 Simulations:

- Consultant fee inclusive of logistics, content development, venue arrangements, organization, coaching, and technical support for 23–25 trainees.

Cost Per Trainee, Including:

- Daily participant cost covering all participant-related training expenses and logistical arrangements, including:
 - transportation allowances or transportation arrangements,
 - coffee breaks,
 - lunch,
 - beverages,

- logistics,
- training halls.
- Rental of training venues equipped with training aids and internet access.
- Educational tools and materials.
- Printing, copying, and packaging (to the minimum extent possible while relying on electronic copies to reduce the carbon footprint and preserve the environment).
- Documentation, audio, and visual equipment and supplies.

Budget Format

The budget must be submitted in a separate file including:

- A detailed budget breakdown table (attached).
- Clarification of the basis for cost calculations.
- Cost breakdown by phase and activity.
- Pricing by deliverable (such as developed manuals or reports) as well as pricing by working days.
- Prices inclusive of taxes and fees.
- Confirmation that all budget items are fully covered by the consultant.

Principles to Be Observed When Submitting the Budget

- **Transparency:** All costs must be clear and justified.
- **Value for Money:** Demonstration of efficient use of resources.
- **Alignment with Scope:** Costs not directly related to the implementation of the assignment shall not be accepted.
- **Compliance with CARE Egypt and CARE Germany Policies:** Particularly regarding travel and procurement.
- **Commitment to Quality Standards in Logistical Arrangements:** Including the selection of training venues, accommodation, and implementation locations in a manner that ensures participants' comfort while observing safety and security standards; ensuring safe transportation arrangements; selecting secure and accessible locations; considering the needs of persons with disabilities and providing the necessary accommodations in the event of their participation in the training.

Accordingly, prior written approval from the project representatives at CARE Egypt is required for accommodation venues, implementation locations, and any services related to assignment implementation after inspection by the responsible focal point from CARE Egypt to ensure compliance with the safety, security, inclusion, and accessibility standards adopted by CARE Egypt for beneficiaries.

Payment Terms

Payments shall be made based on measurable deliverables rather than solely on working days.

Assignment Cost Table to Be Completed by the Consulting Entity

Description / Deliverables	Quantity	Unit of Measurement	Unit Price	Total
Comprehensive work and training plan (including pre- and post-assessment tools)	1	Work Plan		
Training package: Trainer and Participant Manuals, and Presentation Slides	1	Training Manual		
Delivery of ToT training in 3 governorates (consultancy fee inclusive of all logistics) (6 days in each governorate)	18	Day		
Online case study presentation and expert webinar session within the training program	1	Day		
Preliminary technical training report including trainee evaluation according to the selection criteria	1	Report		
Trainee costs inclusive of all logistics during the training period	40–50	Trainee During Training Period		
Technical support and field follow-up visits for trainers during the implementation of trainings for beneficiaries (5 days in each governorate)	15	Day		
Online session for exchanging experiences and lessons learned	1	Day		
Technical support visits report including evaluation of trainers and candidates eligible for the COP 2026 simulation	2	Day		
Organization, preparation, technical support, and implementation of the COP 2026 simulation (inclusive of all logistics from August to October 2026), including the implementation report	8	Day		
Digitization of the training content into an online-uploadable training course	1	Digital Content		
Final report for the previous assignments/tasks	2	Day		
Organization, preparation, technical support, and implementation of the COP 2027 simulation (inclusive of all logistics from August to October 2027), including the implementation report	7	Day		
Total Cost				

Eligibility & Submission Requirements

CARE Egypt Foundation invites specialized consulting firms and entities to submit comprehensive technical and financial proposals to implement the assignment in accordance with these Terms of Reference (TOR). Each proposal must comply with the following criteria and requirements:

First: Technical Proposal Requirements

The technical proposal must include the following components in a clear and coherent manner:

1. Understanding of the Assignment & Proposed Methodology

- A presentation demonstrating the consultant's understanding of the assignment scope and objectives.
- A detailed description of the proposed methodology for implementing the training, including:
 - Training of Trainers (ToT) approach.
 - Facilitation tools and methods.
 - Proposed structure and division of training sessions.
 - Quality assurance and learning follow-up mechanisms.

2. Work Plan

- A detailed timeline (Gantt Chart) including phases, activities, and deliverables.
- Distribution of roles and responsibilities among the consulting team members.

3. Team Composition

- Names and specializations of the proposed team members.
- The expected role and responsibilities of each team member.
- CVs of the lead expert and all key team members highlighting relevant experience in:
 - Training and capacity building,
 - Climate adaptation,
 - Youth leadership,
 - Advocacy and policy,
 - Experience with CARE or international organizations (if applicable).

4. Previous Experience of the Consulting Entity / Firm Including:

- Evidence of implementing similar assignments (Training of Trainers / Climate Adaptation / Youth Leadership).
- Examples or links to training materials previously developed by the consultant.
- A list of projects or institutions previously served.

5. Sample Training Tools or Materials in the Same Training Field

Applicants may attach samples of:

- A training manual,
- Training slides,
- A practical activity,
- A curriculum or case study delivered in previous projects.

Second: Financial Proposal Requirements

The financial proposal must include:

- A detailed line-item budget covering all cost items.
- A budget justification explaining each cost item.
- Identification of any potential additional costs (if applicable).
- Electronic invoices.
- Clarification of tax policies or VAT inclusion (if applicable).

Note: Please use the “Assignment Cost Table” above for pricing purposes.

Third: Eligibility Criteria

The applying entities must meet the following criteria:

The applicant must be a consulting entity, institution, or firm with the following qualifications:

- Proven experience of 3–5 years in:
 - Capacity building, particularly in Training of Trainers, youth leadership, and advocacy.
 - Climate issues, adaptation, and environmental policies.
- Proven experience in developing training programs in the field of climate action using advanced training tools (such as digitization).
- A demonstrated track record of successfully implementing trainings for youth or civil society organizations.
- Official registration and legal licensing to operate.
- Previous experience in at least three similar projects.
- Availability of a specialized team in the required assignment field led by a highly qualified lead expert.
- Ability to manage logistical and administrative implementation according to the proposed timelines.

Submission Instructions

Applicants are required to:

1. Submit a technical proposal and a financial proposal in two separate PDF files.
2. Ensure inclusion of all required documents mentioned in the evaluation criteria table at the end of this document.
3. Submit proposals before the deadline specified in the tender announcement.

Important Note Regarding the Use of Artificial Intelligence

If artificial intelligence tools are used at any stage of this learning study (such as transcription, translation, data coding, or analysis), the consultant must comply with the following:

- **Data Protection:** Uploading sensitive, personal, or confidential data to public AI platforms or tools that do not comply with CARE's data protection standards and safety procedures is prohibited.
- **Transparency:** The use of AI tools must be documented, specifying the type of tool used, the purpose of its use, and the stage at which it was used.
- **Accuracy and Verification:** All AI-generated or AI-supported outputs must be carefully reviewed and verified by the consultant to ensure factual accuracy, contextual relevance, and methodological soundness.
- **Ethics and Safety:** The use of AI must not compromise research ethics, informed consent principles, or participant confidentiality.
- **Disclosure in Deliverables:** All reports must include a brief statement indicating whether AI tools were used and explaining how such use was managed, verified, and safeguarded.
- **Failure to comply with these requirements may be considered a breach of the Terms of Reference.**

Duration of the Consultancy Assignment

The consultancy assignment is expected to commence in June 2026 and conclude in December 2027.

Level of Effort (LoE):

A total of 60 working days is foreseen for this assignment divided into:

- 45 working days for the ToT course conduction: including coordination, preparation of the training toolkit and related training materials, training conduction, technical support, and reporting
- 15 working days for professional support, advice and coaching for advocacy and lobbying activities including model COP for COPs 31 & 32 and reporting

Request for Technical and Financial Proposal

The consulting entity shall submit a complete technical and financial proposal clearly outlining the proposed implementation strategy to achieve the intended results of the consultancy assignment in accordance with the technical requirements above, including:

1. Portfolio and previous experience of the consulting entity.
2. Description of the assignment team, with roles and responsibilities of the team leader, supervisory chain and other core members of the assignment team. Include Updated CV of Team Leader and other core members of the assignment Team; highlighting relevant experience in leadership, climate adaptation, and advocacy. Familiarity with CARE approaches is a privilege.
3. Work plan, methodology, implementation framework, and timeline.
4. A sample of training materials from a previously implemented training in the same field as the consultancy assignment.
5. A detailed financial proposal (daily consultant fee, transportation, tools used, etc.).

Evaluation Criteria

Submitted proposals will be evaluated according to the criteria listed in the table below and based on the indicated percentages:

Evaluation Criteria	Supporting Document	Percentage per Item	Total Percentage
First: Technical Evaluation			70%
1. Experience of the consulting entity in the required assignment field	Portfolio and previous experience	15%	
2. Experience of the proposed technical implementation team	CVs of consultants and trainers participating in the assignment implementation	20%	
3. Understanding of the assignment and proposed implementation methodology	Work plan, methodology, implementation framework, and timeline	20%	
4. Experience in developing similar training content	Sample training materials in the assignment field	15%	
Second: Financial Evaluation			30%
1. Reasonableness of pricing in relation to the proposed service		15%	
2. Payment terms		15%	