

CARE EGYPT FOUNDATION FOR DEVELOPMENT

Project: Strengthening Civil Society and Youth for Climate Action in Egypt

“Climate Leaders”

Project Number: P7955

TERMS OF REFERENCE (TOR)

Conducting Youth-Led Participatory Action Research (PAR) and Providing Technical Support and Guidance for Awareness Campaigns and Policy Recommendations Informed by the Research Findings

Activity: A1.2

September 2026

1. About CARE Egypt Foundation for Development

CARE Egypt Foundation for Development is a national, non-profit civil society organization, registered with the Ministry of Social Solidarity under No. 833 of 2018 and governed by the provisions of Law No. 149 of 2019 regulating the practice of civil work. The Foundation builds on CARE International's legacy and experience in Egypt since 1954 and designs, implements and manages development programs targeting communities most in need through partnerships with government entities, the private sector and civil society organizations.

The Foundation focuses its interventions on women's economic and social empowerment, improving the educational environment, supporting the agricultural sector and smallholder farmers, strengthening governance and social accountability, and building the capacities of local civil society so that it can fulfil its development role effectively and sustainably.

2. Project Overview

"Strengthening Civil Society and Youth for Climate Action in Egypt – Climate Leaders" project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), with technical partnership from CARE Germany, and is implemented by CARE Egypt Foundation in Cairo, Assiut and Beni Suef in partnership with 25 youth-led civil society organizations (CSOs).

The approved project period is from 1 November 2025 to 31 October 2028. This TOR relates to a consultancy assignment that is time-bound within the project, with a duration of sixty (60) working days commencing on the date specified by CARE Egypt Foundation upon contracting. The difference between the consultancy period and the overall project period does not constitute a conflict between the two documents.

The project seeks to enable young people and youth-led organizations to contribute to climate adaptation and climate action, strengthen their capacities in research and evidence generation, implement research-informed initiatives and advocacy and awareness campaigns, develop local policy recommendations, and engage in climate action networks.

Key Project Activities

Activity	Description
A1.0	Launch a call for applications to identify youth civil society organizations in the targeted areas.
A1.1	Implement capacity-building activities on youth leadership, climate adaptation (Training of Trainers – ToT), and the CARE Approach.
A1.2	Conduct youth-led participatory research to identify climate change-related challenges and solutions, in collaboration with relevant stakeholders and a local consultant, and develop and implement awareness campaigns through traditional and social media.
A1.3	Conduct workshops on climate change adaptation, advocacy and life skills.
A2.0	Conduct workshops on project planning, budgeting, monitoring and evaluation.
A2.1	Implement up to 10 climate initiatives led by youth organizations.
A2.2	Implement advocacy activities by youth-led civil society organizations to promote environmental protection and climate change adaptation based on participatory research findings.
A2.3	Develop local policy recommendations based on participatory research findings, organize district- and governorate-level meetings to present findings and facilitate discussion, and review policy recommendations with relevant stakeholders.
A2.4	Organize an advocacy event to present participatory research findings and climate initiatives to relevant stakeholders—including government entities, the private sector, partners and other organizations—and decision-makers, with the aim of influencing climate policies.
A3.0	Organize networking events bringing together youth-led civil society organizations, other local organizations working on climate change, networks such as the Pan African Climate Justice Alliance (PACJA), government entities and the private sector.

A3.1	Implement a climate conference (COP) simulation with Egyptian youth and support participation in local, national and regional activities related to COP31/32.
A3.2	Strengthen existing networks and establish new partnerships among organizations and private-sector actors working on climate change.

3. Background on the Consultancy Assignment

The assignment is to facilitate and implement Participatory Action Research (PAR) in collaboration with 50 young women and men who previously participated in the Training of Trainers (ToT – Activity A1.1), representing 25 youth civil society organizations in Cairo, Assiut and Beni Suef.

A1.2 Youth-led Participatory Action Research is a core component of the project. It aims to generate credible local knowledge on climate change challenges and actionable solutions across the three governorates; build young people's capacities to design and manage research; analyse climate action networks; and translate findings into practical inputs that support youth organizations in awareness and advocacy campaigns and the development of policy recommendations.

4. Linkage to Related Activities

The following activities remain separate in terms of responsibility and implementation; however, the research findings serve as technical inputs to them. The consultant is therefore expected to understand the linkages and provide the specified technical support below without assuming implementation responsibilities or attributing activity-level results to the consultancy assignment.

Activity	Consultant's Role	Relevance to the Assignment
Participatory Action Research (PAR)	Provide technical leadership on methodology; train and mentor youth; ensure quality; undertake analysis and reporting.	Core scope of the assignment
Strengthening existing networks and establishing new linkages	Develop a stakeholder/network map and analyze gaps, opportunities and recommendations; this does not include implementation of network-building activities.	Research-linked analytical deliverable
Awareness and advocacy campaigns	Provide guidance, training and technical review of campaigns, messages, content plans and monitoring tools.	Activity implemented by youth organizations
Development of a local policy recommendation	Provide guidance, training, technical review and evidence synthesis; review draft recommendations.	Activity led by youth groups and organizations in collaboration with a university/academic entity
Advocacy event to present findings	Prepare the evidence package and presentation, review key messages, and train youth to present findings and respond to questions.	Activity organized by CARE Egypt and partner organizations

5. Overall and Specific Objectives of the Assignment

The overall objective is to facilitate and implement high-quality youth-led Participatory Action Research (PAR) in the targeted governorates that generates usable evidence, strengthens youth ownership of the research process, and provides a credible technical foundation for project-related awareness and advocacy activities, policy recommendations and networks.

Specific Objectives:

- Develop an integrated participatory research methodology and plan in coordination with CARE Egypt Foundation and the youth researchers.
- Build the capacities of 50 young male and female researchers in research ethics, tool design, data collection, quality assurance, and preliminary analysis and interpretation of results.
- Collect quantitative data from a sample of at least 1,000 young women and men across the three governorates, alongside a qualitative component justified by the consultant and approved by the project team.
- Identify priority climate change challenges and solutions from the perspectives of young people, communities and relevant stakeholders.
- Map and analyze climate action networks, stakeholders, institutional linkages, gaps and opportunities.
- Translate research findings into practical technical inputs for campaigns, policy recommendations and advocacy events.
- Provide guidance, training and technical review to youth organizations in designing evidence-based campaigns, without taking responsibility for implementing the campaigns on their behalf.
- Provide technical support, guidance and review to youth groups and the academic partner in developing a local policy recommendation grounded in the research findings.

6. Scope of Work and Required Tasks

6.1 Document Review and Initial Coordination

- Review the project document, results framework, A1.1 outputs, and any relevant previous studies or datasets.
- Prepare a matrix showing how research findings will be used in A2.2, A2.3, A2.4 and A3.2, without merging the responsibilities of these activities.
- Hold a kick-off meeting with the project team to confirm research questions, roles, sequencing, timelines and approval mechanisms.

6.2 Research and Sampling Design

- Develop a mixed-methods research design integrating quantitative and qualitative tools and applying human-centered research principles and youth-led participatory research.
- Prepare a sampling framework specifying the target population, selection approach and distribution by governorate, gender, age, place of residence and disability, where feasible.
- Define non-response, replacement, documentation and methodological limitation procedures, and avoid describing the sample as “random” unless the selection procedures are traceable and verifiable.

6.3 Tool Development and Piloting

- Develop initial draft of the questionnaire, interview and focus group discussion guides, network analysis tools and informed consent forms.
- Facilitate participatory review and refinement of the tools with youth, then conduct a pilot and document its findings and resulting revisions.
- Program digital tools, where used, and apply logical validation checks and version-control procedures.

6.4 Training and Mentoring of the Youth Research Team

- Design and deliver practical four (4) day training, for 50 young women and men on PAR methodology, research ethics, informed consent, interviewing skills, use of tools and data quality assurance.
- Conduct a pre-/post-assessment or another appropriate readiness assessment and provide field support and feedback during data collection.
- Define clear youth roles in review, data collection, preliminary analysis, verification and presentation of findings.

6.5 Data Collection and Quality Assurance

- Manage and technically supervise the collection of at least 1,000 questionnaires and the approved qualitative component across the three governorates.
- Apply daily quality checks, consistency verification, back-checks on a sample of responses, and a log of issues and corrective actions.
- Deliver a raw and securely stored dataset, a cleaned dataset, a data dictionary, and a cleaning and revision log.

6.6 Data Analysis and Research Findings

- Conduct quantitative and qualitative analysis and triangulate evidence sources, presenting findings disaggregated by gender, age, governorate, urban/rural location and disability where data quality and sample size permit.
- Engage youth in initial findings-interpretation workshops while retaining technical responsibility for the validity of the analysis and conclusions.
- Develop practical, actionable recommendations that are specific to relevant actors and levels.

6.7 Network and Stakeholder Analysis

- Identify and map entities, organizations, companies, government and research institutions, and community groups relevant to climate action.
- Analyze linkages, levels of influence and interest, resources and gaps, and conduct a SWOT analysis of existing networks.
- Develop a concise stakeholder database and practical recommendations to strengthen knowledge exchange, resource mobilization and collaboration. This task does not include implementation of network-building activities.

6.8 Technical Support to Awareness Campaigns (A2.2)

- Facilitate participatory design sessions to help youth organizations translate research findings into campaign objectives, target audiences, messages and appropriate channels.
- Develop a campaign guidance package covering audience segmentation, key messages, content and channel matrix, gender, inclusion and safeguarding sensitivity criteria, risk management and misinformation.
- Train and mentor implementation teams, review draft materials and dissemination plans, and provide written feedback prior to approval.
- Develop tools to document and monitor reach and engagement, define indicators and means of verification, review performance reports and provide recommendations for improvement.

The consultant is not responsible for producing final materials, managing platforms, purchasing advertising, publishing content, or achieving the targets of 300,000 people reached and 150,000 engagements.

6.9 Technical Support to Policy Recommendations and Advocacy (A2.3/A2.4)

- Prepare an evidence brief and proposed structure for a local policy recommendation grounded in the research findings.
- Provide guidance, training and technical review to youth groups, organizations and the university/academic partner during drafting and review of the recommendation.
- Review feasibility, consistency of recommendations with the evidence, responsible actors and follow-up options, and maintain a comments-and-response log.
- Prepare the findings presentation and evidence package and train youth representatives to present them at governorate meetings and the advocacy event. CARE Egypt and partner organizations will organize the meetings and event.

6.10 Validation and Reporting

- Provide facilitation and technical support for three findings-validation sessions, one in each governorate, or an approved methodological alternative that provides adequate representation, with CARE Egypt Foundation handling the organizational and logistical arrangements for these sessions.
- Prepare the draft report and discuss it with the project team, documenting comments and responses.
- Prepare the final report in Arabic and English, a professional presentation, and submit all data files, tools and annexes.

7. Methodology and Minimum Standards

- The methodology must be genuinely participatory, with youth involved in reviewing questions and tools, data collection, initial interpretation, validation and presentation—not merely as data collectors.
- The methodology must balance scientific rigor with local contextual relevance and clearly articulate the basis for inference and limitations to generalizability.
- The sample must cover all three governorates and provide a written justification for sample distribution, sample size and the qualitative component.
- Where feasible, data should be disaggregated by gender, age, governorate, urban/rural location, disability and partner organization, while observing minimum privacy protections.
- All tools and deliverables must receive written approval from CARE Egypt Foundation before moving to the next stage.

8. Ethics, Safeguarding, Inclusion and Data Management

- Comply with CARE policies on safeguarding and prevention of exploitation, abuse and sexual harassment, the Code of Conduct, and the Do No Harm principle.
- Obtain informed and voluntary consent before participation, explaining purpose, use, confidentiality and the right to withdraw without consequences.
- Do not collect unnecessary personally identifiable information; separate contact information from analysis files; and anonymize reports and submitted databases.
- Ensure appropriate arrangements for participation of women, persons with disabilities and the most marginalized groups, including accessibility, safe timing and locations, and appropriate communication modalities.

- Establish a referral and reporting protocol for safeguarding concerns, in coordination with CARE's designated focal point.
- Store data securely, define access permissions, submit final versions to CARE, and delete unauthorized copies upon contract completion.
- Ownership of data, tools, reports and materials produced under the contract shall remain with CARE Egypt Foundation. They may not be published or used for other purposes without prior written approval.

9. Use of Artificial Intelligence Tools

- Uploading personal, sensitive or confidential data to unapproved public AI tools is prohibited.
- The consultant must disclose the tools used, their purpose and the stage at which they are used, and document human review and accuracy verification.
- AI must not replace professional judgment, researcher review, informed consent or participant safeguarding.
- The final report shall include a brief statement on the use of AI and the related safeguarding and verification measures.

10. Required Deliverables¹ and Acceptance Criteria

#	Deliverable	Minimum Content	Acceptance Criteria
1	Inception Report	Methodology, research questions, activity-linkage matrix, workplan, sampling plan, risks, ethics, data management and quality assurance.	Written approval before training/fieldwork begins.
2	Tool and Piloting Package	Questionnaire, qualitative guides, network tool, consent forms, user guide, digital versions and pilot report.	Complete tools, sound logic and incorporation of feedback.
3	Training Package for 50 Researchers	Training curriculum and materials, session plan, attendance, assessment, and training/readiness report.	Verification of target participation and training quality.
4	Fieldwork Outputs	Raw dataset, cleaned dataset, data dictionary, cleaning log, quality log, and structured anonymized qualitative material.	At least 1,000 responses completed and passing quality checks.
5	Network Analysis	Stakeholder map, concise database, relationship and influence analysis, SWOT, gaps, opportunities and recommendations.	Clear methodology and findings usable for A3.2.
6	Draft Research Report	Methodology, sample characteristics, quantitative and qualitative findings, triangulation, limitations, recommendations and annexes.	Accurate analysis and consistency of figures and conclusions with the evidence.
7	Validation Sessions and Response Matrix	Documentation of the technical support and facilitation provided during three sessions/approved alternative, participants, comments, and accepted/rejected points with rationale.	Governorate representation and clear treatment of feedback.
8	Campaign Guidance Package	Guidance strategy, audience segmentation, messages, content/channel matrix, review criteria, and monitoring tools for 300,000 reach and 150,000 engagements.	Usable by organizations and consistent with research findings.
9	Campaign Training, Guidance and Review Log	Guidance sessions, materials reviewed, feedback and proposed improvement actions.	Evidence of consultant's guidance and review role without direct implementation.
10	Policy Recommendation and	Evidence brief, guidance structure/draft, review comments, guidance log, findings presentation and Q&A package.	Recommendations linked to evidence, feasible, and clear youth and academic partner ownership.

¹ All documents, supporting materials, and deliverables must be provided in both Arabic and English

	Advocacy Support Package		
11	Final Report and Presentation	Final Arabic and English versions, executive summary, presentation, all annexes and editable copies.	All comments addressed and approval by the project team.

11. Indicative Duration and Timeline

The maximum duration of the assignment is sixty (60) working days from the start date including four (4) training days. The consultant shall provide a detailed schedule as part of the inception report. Certain phases may be implemented in parallel subject to approval by the project team.

12. Roles and Responsibilities of the Parties

Party	Key Responsibilities
CARE Egypt Foundation	Provide the consultant with available documents and data; nominate 50 young women and men; approve methodology, tools and deliverables; organize or oversee A2.2/A2.3/A2.4/A3.2 activities; designate a technical and safeguarding focal point; and undertake the necessary logistical arrangements for the implementation of the assignment, including transportation and travel arrangements, accommodation, meals, booking of training/session venues, and any other related logistical requirements.
Consultant / Research Team	Lead technical implementation of the research, training, supervision, quality assurance, analysis and reporting; conduct network analysis; provide guidance, training and review for campaigns and policy recommendations; comply with the timeline, ethics and data-quality requirements.
Youth Researchers	Participate in tool development, data collection, initial interpretation, validation and presentation of findings, in line with approved roles and the quality plan.
Youth Organizations	Support participant selection and community access; lead and implement A2.2 campaigns; participate in development of the policy recommendation; use network findings; document implementation and campaign indicators.
University / Academic Partner	Collaborate with youth and organizations to develop and review the local policy recommendation and provide scientific/technical validation in accordance with arrangements led by CARE.

13. Required Qualifications and Experience

- At least seven (7) years of institutional or individual experience in field research, with demonstrated experience in Participatory Action Research and engagement of youth or local communities.
- At least three similar assignments involving quantitative and qualitative methodologies and data quality assurance.
- Experience in climate change, adaptation and advocacy in the Egyptian context, preferably with experience in Cairo, Assiut and Beni Suef.
- Experience in stakeholder and network analysis, relationship mapping and SWOT analysis.
- Experience translating research findings into evidence-based messages and campaigns, and training, mentoring and reviewing implementing teams and communication materials.
- Experience preparing or reviewing policy recommendations or policy briefs and working with universities/research institutions and government stakeholders.
- Experience coordinating with government entities, preferably those working on youth, environment and local development.

- Demonstrated ability to apply safeguarding, inclusion, gender and responsible data management principles.

Minimum Proposed Team Composition

- Team Lead with experience managing participatory research and multidisciplinary teams.
- Quantitative and qualitative research and data analysis specialist.
- Youth training and capacity-building specialist.
- Climate change and policy/advocacy specialist.
- Communications and campaigns specialist with experience in guidance, review, and measurement of reach and engagement.
- Data Quality Officer or equivalent role within the team.

14. Logistical Requirements

CARE Egypt Foundation will directly handle all logistical arrangements and services required to implement the assignment, including booking and arranging accommodation and hotels, transportation, training venues, meals and refreshments, and all logistics required for conducting validation sessions and related activities and events, for all parties involved in the assignment.

The consultant's role in this regard is limited to identifying and informing CARE Egypt Foundation of the logistical needs for implementing activities (numbers, timing and locations) in line with the approved workplan, without bearing any responsibility for booking, contracting, payment, or logistical management of these services.

15. Pricing Table² of Required Deliverables:

Item	Quantity / Scope	Unit	Specifications	Price/Unit	Total Item Cost
Training & research supplies & materials	1	Lump Sum	Including, but not limited to: stationery, pens, paper, flip chart paper and markers, and related consumables such as printing paper, etc. ³		
Validation sessions	3 sessions	Session	One session per governorate unless a methodological alternative is approved.		
Research materials	1 package	Package	Includes requirements for 1,000 questionnaires, qualitative component and secure documentation tools.		
Training certificates	50 certificates	Certificate	Printed and approved in accordance with the project's visual identity.		
Guidance and review sessions	As per approved methodology	Session	For campaigns, policy recommendations, presentation and advocacy; excluding campaign production or dissemination costs.		

² The financial proposal must follow the above pricing table to be considered for acceptance.

³ This item does not include any costs related to travel, accommodation, transportation, venue rental, equipment rental, or other logistical services, as they are arranged through CARE Egypt.

Consultant fees	60 working days max	Fee/day	Completion of all tasks and responsibilities outlined in the TOR within 60 days.		
Administrative Fee	1	lumpsum			
Total Cost					

16. Permits and Approvals

The Consultant shall bear full responsibility for obtaining, **prior to commencing any participatory research activities**, all necessary approvals and permits from the relevant authorities, and for completing and following up on all related procedures and requirements until such approvals and permits are issued. CARE Egypt's responsibility shall be limited to cooperating and coordinating with the Consultant and, when necessary, providing the Consultant with any information or documents available to it to support these procedures. CARE Egypt shall not bear any responsibility for obtaining the required approvals or permits, unless otherwise agreed upon in writing.

17. Technical and Financial Proposal Requirements⁴

17.1 Technical Proposal

- Profile of the bidder and relevant experience.
- Understanding of the assignment and linkages between A1.2, A2.2, A2.3, A2.4 and A3.2, with clear separation of implementation responsibilities.
- Proposed methodology for research, sampling, qualitative component, analysis and youth engagement.
- Training plan during the four (4) training days, visual aids used in the workshops, as well as mechanisms for assessing participants' knowledge and skills.
- Stakeholder and network analysis methodology.
- Approach to guidance, training and review for campaigns and policy recommendations.
- Ethics, safeguarding, inclusion and data management plan.
- Workplan and timeline in Gantt Chart format covering the 60 working days.
- Team composition, CVs and allocation of roles.
- Risk management plan.
- Relevant samples of previous work.
- Detailed data quality assurance plan and mechanisms for monitoring and supervision of fieldwork.

17.2 Financial Proposal

- A financial proposal in Egyptian Pounds including all taxes, covering all costs required to implement the scope of work in accordance with the approved implementation plan and logistical schedule, submitted in a separate file from the technical proposal.
- Breakdown of fees, operational costs, taxes and any other costs necessary to deliver the assignment.
- Cost items must be consistent with the workplan, deliverables and quantities specified in the technical proposal.

⁴ Both technical and financial proposals shall be submitted in both Arabic and English languages

- The proposal shall not include costs for production, dissemination or advertising of A2.2 campaigns, as the consultant's role is limited to guidance, training and technical review.

18. Payment Terms

Consultancy fees will be paid in three instalments, with no advance payment, through bank transfer and following receipt and approval of the relevant deliverables by the project team:

- First payment: upon approval of the inception report, sampling plan, tools and training plan.
- Second payment: upon completion of training and fieldwork and submission of datasets, quality outputs and the draft report.
- Third payment: upon approval of all final deliverables, including the Arabic and English reports, campaign and policy guidance packages, presentation, datasets and editable files.

Payment percentages and due dates shall be specified in the final contract/purchase order, with each payment linked to approval of the corresponding deliverables.

19. Evaluation Criteria

19.1 Technical Evaluation – 70 Points

#	Criterion	Score
1	Understanding of the assignment, participatory research methodology, sampling design and youth engagement	25
2	Workplan and timeline, risk management, and identification of the logistical needs required from CARE Egypt	15
3	Relevant institutional/previous experience in participatory research, climate, work with youth and government entities	10
4	Team competence, complementarity of expertise and experience of proposed team members (as per submitted CVs) and role allocation	15
5	Quality assurance, safeguarding, inclusion and data management plan, and methodology for campaign and policy guidance	5
	Total	70

A minimum technical score of 49 out of 70 is required for the proposal to proceed to financial evaluation.

19.2 Financial Evaluation – 30 Points

#	Criterion	Score
1	Value for money and competitive pricing (least price for highest quality)	20
2	Clarity, detail and consistency of the financial proposal with the scope of work, quantities and implementation plan (provided that the pricing table in item 15 above is used for pricing)	10
	Total	30

Final selection will be based on the combined technical and financial scores, with the objective of securing the best value and quality for the Foundation.

20. Submission Requirements

- The technical and financial proposals shall be submitted (in both Arabic and English) in two separate files to the email address specified by CARE Egypt Foundation.
- Email subject line: Participatory Action Research A1.2 – Climate Leaders – P7955.
- Submission deadline: Tuesday, 22 September 2026
- Proposals received after the deadline will not be considered.
- The Foundation may request clarifications or revised proposals, or reject any proposal without being required to provide reasons.
- The Foundation may verify references and previous experience and request a technical interview with the proposed team.

21. General Provisions

- Key team members may not be replaced after contracting without prior written approval from CARE Egypt Foundation and provision of an equivalent or stronger replacement.
- All deliverables are subject to review, and the consultant shall make the required revisions within the scope of the contract at no additional cost.
- No data, findings or materials related to the assignment may be published or shared without prior written approval.
- In the event of any inconsistency between illustrative examples and the approved scope of deliverables, the provisions specifying responsibilities and deliverables in this TOR and the final contract shall prevail.
- Failure to comply with safeguarding, confidentiality, research ethics or data management requirements shall constitute a material breach of contract.

— End of Terms of Reference —