



European Union



**TERMS OF REFERENCE
FOR
CONDUCTING
CAPACITY BUILDING PROGRAMME
FOR
COMMUNITY BASED ORGNIZATIONS**

***“FOSTERING COMMUNITY ACTION TO COMBAT
VIOLENCE AGAINST WOMEN AND PROMOTE GENDER
EQUALITY IN RURAL UPPER EGYPT” PROJECT***

PREPARED BY:

GOZOUR FOUNDATION FOR DEVELOPMENT

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1. BACKGROUND INFORMATION

1.1. Introduction

Within the framework of the EU-Egyptian government's cooperation to combat violence against women, gender-based violence and promote gender equality, Gozour Foundation for Development, in cooperation with CONEMUND Association, are implementing the project “Fostering Community Action to Combat Violence Against Women and Promot Gender Equality in Rural Upper Egypt” (code: ENI/2017/393-958). The project targets 5 governorates: Beni Suef, Assiut, Sohag, Qena and Luxor.

The overall objective of the project is to strengthen women’s participation, their role in society and their rights in Egypt through working mainly on four major issues: domestic violence; physical sexual harassment; early marriage; and female genital mutilation (FGM).

Violence against women (VAW) is a severe violation of human rights and has serious consequences on women’s health and wellbeing. The high rates of gender-based violence necessitates an increase and improvement in the support services for victims, creating a safe environment for them to safely

1.2. Beneficiary country

The Arab Republic of Egypt

1.3. Contracting Authority

Gozour Foundation for Development (GFD) is an Egyptian non-profit organisation registered under the Ministry of Social Solidarity, No.7885/2010. The Foundation was established “to become a catalytic agent in tackling the underlying causes of underdevelopment and supporting the advancement of human beings to rejuvenate themselves and become productive assets in the society.

GFD is implementing the project “Fostering Community Action to Combat Violence Against Women and Promot Gender Equality in Rural Upper Egypt” (code: ENI/2017/393-958) in collaboration with the Spanish association CONEMUND.

CONEMUND is a non-governmental and independent organization that was established with the objective of promoting international cooperation for the economic and social development of developing countries. The actions of CONEMUND are aimed at improving the living conditions of these countries, marked by poverty, disease, lack of education and marginality.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project is as follows:

“Strengthen women’s participation, their role in society and their rights in Egypt”.

2.2. Purpose

The purposes of this contract are as follows:

- Building the capacity of ten partner community-based organization to provide specialized services to protect women’s rights and combat all forms of violence against women.

2.3. Results to be achieved by the Consultant

- Developed training materials for each of the five lots launched aiming to build the capacity of members of community based organizations working on the project.
- Delivery of 25 training days divided into 5 capacity building training programmes (lots) for members of community based organizations working on the project.
- Delivery of 5 training manuals covering the various capacity building training programmes.
- Delivery of final capacity building reports for each of the 5 lots including both descriptive and analytical elements on the proceedings of the workshops supported by findings and analysis of pre and post tests, evaluation of workshops; and designed work plans. .

3. SCOPE OF THE WORK

3.1. General

3.1.1. Project description

The project aims to improve the protection of the rights of women and girls in Upper Egypt, changing the perception of gender-based violence among the society and the women survivors of violence. Improving the knowledge of local communities about the risks associated to violence against women and strengthening the capacities of CBOs for developing prevention and protection mechanisms, will combat practices against women in the target area.

The project is working in partnership with 10 CBOs in 5 governorates: Beni Suef, Assiut, Sohag, Qena, and Luxor to facilitate the implementation on the ground in the target areas. The CBOs have been selected on the basis of their understanding on their communities’ challenges, especially concerning gender issues, and their determination to participate in the project adopting a holistic and rights-based approach for combating any form of violence against women.

3.2. Specific activities

The Consultant(s) will develop the training package for each of the five lots which contains (trainer’s manual – trainees’ manual – pre and post test – presentations – activities), and provide the training schedule divided into training sessions and training days for the following lots.

The Consultant(s) shall deliver 5 days workshop in each of the 5 lots launched for 30 members from 10 targeted CBOs. Each day will be divided into three training sessions; the duration of the sessions per day should not be less than six hours.

The consultant shall prepare within one month from the end date of implementation of each workshop a final descriptive and analytical report presenting results of the pre and post tests, ranking for all participants from the ten targeted CBOs.

LOT 1: (TRAINING OF TRAINERS WORKSHOP)

This workshop aims at enhance the training skills of the participants by providing them with the knowledge and basic concepts associated with the training of trainers, its approaches and methods. The participants will be guided throughout different learning styles such as adult learning, trainer-centred learning and trainee-centred learning.

The training will include the following topics:

- Advanced presentation and facilitation skills;
- Basic counselling skills;
- Different types of training;
- How to conduct a training workshop;
- How to develop a training manual;
- How to do proper reporting.

LOT 2: (ADVOCACY)

The workshop aims at enhancing the advocacy skills of the participants, using various adult education and participatory training techniques such as case studies, group work, presentations and brainstorming.

Throughout the workshop, the trainees will develop a number of activities using the “art of hosting”, a methodology based on the principle that a large amount of experience and knowledge is already present within the group. The method scales up from the personal to the systemic using personal practice, it generates connectivity, instigates wisdom from within, fosters synergy and provides ways to active participation.

The training will include the following topics:

- Advocacy and networking skills
- Approaches to designing and implementing community-led initiatives using participatory techniques
- Developing awareness campaigns.

LOT 3: (TRAINING ON ISSUES RELATED TO VIOLENCE AGAINST WOMEN)

The workshop aims at enhancing the participants skills to develop interpersonal capacities, technical skills and appropriated methodologies to be able to provide a correct response for the cases of violence against women that they will attend.

The training will develop the following topics:

- Understanding of basic human rights related to health and violence against women;
- Detecting VAW risk factors (society, family, state);
- Protection mechanisms;
- Women empowerment and transformative actions in personal life;
- Cultural dimension on violence acceptance;
- Counselling and psycho-social support for survivors (crisis intervention techniques, support group methods, trauma, coping and survival, current understandings of well-being and social inclusion);
- Confidentiality;

- Communication skills and intervention.

LOT 4: (PSYCHO-SOCIAL AND LEGAL SUPPORT)

The workshop aims at enhancing the skills of the participants and train them on different strategies. During the workshop real life examples will be used. Participants will also be introduced to listening skills as an extremely important component of the healing process and the best way of understanding each case.

The training will include the following topics:

- Legal status of women and basic human rights;
- Protection measures that could cover legal (including issuing of ID procedures) and psychosocial support to victims;
- Psychosocial counselling approaches and techniques with victims of violence;
- Protocols and systems for the derivation of cases when needed and their follow up.

LOT 5: (RESOURCE MOBILIZATION OF COMMUNITY)

The workshop aims at building the capability of the targeted CBOs on local resource mobilization through increasing the knowledge and skills of their members and by improving their development and financial sustainability strategies.

The training will cover the following topics:

- Assessment and plan for local community resources;
- Approaches to maximizing benefits of local resources;
- Generating local income resources;
- Designing community awareness campaigns;
- Finding types and models of community contributions;
- Managing community contribution;
- Recruiting and managing volunteers to support community initiatives;
- Experimenting with new ideas in planning and managing community resource mobilization.

3.3. Project Management

3.3.1. Responsible Body

Gozour Foundation for Development

4. LOGISTICS AND TIMING

4.1. Location

One of the 5 targeted governorates: Beni Suef, Assiut, Sohag, Qena and Luxor.

4.2. Commencement date and Period of Execution

These terms of reference are open to individuals and consortiums as well as companies.

Consultants shall propose for one or more of the five (5) lauched lots.

The intended starting date for delivery of training activities is **14th April 2019** and the period of implementation of the consultant shall be **5 days** for each training workshop.

Deadline for submitting technical and financial offers is Thursday, 28th March 2019 at 4:00 pm

Offers must be valid for 30 days from the deadline for submitting technical and financial

offers

The completed technical and financial proposals should be sent by email to the attention of:

Hesham Issa, Executive Director, Gozour Foundation; and
Hesham Salah, Project Manager, Gozour Foundation at the following email addresses:

hesham@gozour.org ; and hsalah@gozour.org

The technical offer should have the following:

- Introduction;
- Methodology;
- Work plan;
- Expected outputs (deliverables);
- CV and similar experience of the consultant in relation to the subject of the contract.

The financial offer should have the following:

- Unit cost, number of units, and total in Egyptian Pound (EGP).

5. REQUIREMENTS

5.1. Personnel

Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR.
Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each of the 5 lots.

5.1.1. Key expert

The Key expert has a crucial role in implementing the contract.

These terms of reference contain the required key expert's profile. The tenderer shall submit CV and references of previous assignments.

Key expert 1: Team Leader

Qualifications and skills

General professional experience:

- A minimum of 7 years experience in the field of training and material development;
- A minimum of 10 years experience in the development sector, with particular focus on women's rights and gender equality

Specific professional experience

- Ability to develop manuals;
- Advanced report writing skills;
- Good knowledge of the context in rural upper Egypt and women's situation in the targeted governorates.

The expert must be independent and free from conflicts of interest in the responsibilities they take on.

6. REPORTS

6.1. Reporting requirements

NAME OF REPORT	CONTENT	TIME OF SUBMISSION
Trainer and Trainees' manuals in Arabic	Training package consisting of: 1. trainer's manual including session plans, presentations, exercises and activities, as well as pre and post tests; and Trainees' manual consisting of handouts and reading materials.	One week after signing of contract and before starting each of the 5 workshops (lots).
Draft Training Report	Description of training activities including results of pre and post tests, participants' assessment, conclusions and recommendations.	No later than one week after Completion of each of the 5 workshops (lots).
Final Report	A full descriptive and analytical report presenting results of the pre and post tests, participants' assessment, ranking of all the participants from the ten targeted CBOs, conclusions and recommendations.	Within 3 days after receiving comments on the draft final report of each of the 5 workshops (lots) from the Project Manager identified in the contract.

6.2. Submission & approval of progress reports

Two copies of the reports referred to above must be submitted to the Project Manager identified in the contract. The reports must be written in English. The Project Manager is responsible for approving the progress reports.

7. MONITORING AND EVALUATION

7.1. Definition of indicators

General
<ul style="list-style-type: none"> • Cover all specified topics; • Assess performance of members of targeted CBOs at the recommended topics pre and post of implementation; • Give clear recommendations for appropriate interventions targeting members of targeted CBOs; • Produce professional descriptive and analytical final report; • Complete task within the time frame.
LOT 1: (TRAINING OF TRAINERS WORKSHOP)
<p>At the end of the workshop, the participants will be able to:</p> <ul style="list-style-type: none"> • Determine the characteristics, responsibilities and skills of an effective trainer; • Design and implement a training program efficiently; • Identify obstacles to training the ways to overcome them;

- Evaluate a training program.

LOT 2: (ADVOCACY)

At the end of the workshop, the participants will be able to:

- Plan for various kinds of community-led initiatives to combat Gender Based Violence (GBV);
- Develop awareness campaigns;
- Establish a network of partners in the targeted communities.

LOT 3: (TRAINING ON ISSUES RELATED TO VIOLENCE AGAINST WOMEN)

At the end of the workshop, the participants will be able to:

- Develop mechanisms of protection consistent with the traditions and customs of the community;
- Communicate and start counselling and psycho-social support;
- Clarify the social and cultural dimension of violence against women

LOT 4: (PSYCHO-SOCIAL AND LEGAL SUPPORT)

At the end of the workshop, the participants will be able to:

- Apply the steps for successful healing/legal/psycho-social support;
- Understand the referral system for extreme cases;
- Listen more effectively and use their assertiveness skills.

LOT 5: (RESOURCE MOBILIZATION OF COMMUNITY)

At the end of the workshop, the participants will be able to:

- Develop a resource mobilization plan;
- Recruit and manage volunteers to support community initiatives;
- Development and financial sustainability strategies.

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