

Terms of Reference

CONSULTANCY SERVICE FOR COORDINATION AND IMPLEMENTATION A S4D project in Egypt

Technical specification:

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1. Purpose

This technical specification encompasses an agreement between ISA and consultancy firm. In short this entails the management of local partnerships, allowance management, preparation and logistics of project activities, project coordination and representation and their support and consultation on topics such as: communication; building and sustaining learning networks, the project's model of implementation and navigation in Egyptian society.

The outcome will be a contract with ISA which will commit ISA to purchase the specified quantity of services. In addition, the consultancy firm will join the consortium as an operational partner.

2. Tasks and responsibilities

The consultancy firm is expected to provide the following services:

1. Local partnership management
 - a. Partner and participants recruitment: Identifying and recruiting the right implementing structures/partners and participants who align with the project
 - b. Onboarding and contracting of partners: Equip partners with the information they need to know about the project and contracting them for the services to deliver
 - c. Communication and collaboration: Regularly check in with the partners, creating an environment where partners can easily share feedback and ideas
 - d. Development and implementation of structural reporting mechanisms

2. Allowance management

Part of the project is to provide several target groups with allowances (budget). In short there will be allowances for (targeted numbers):

 - i. Participating young people in the S4D programmes/courses (1500)
 - ii. Participating coaches during the TOT's & during the implementation of the S4D programmes/courses (60). The coaches will participate in approximately 10 training days
 - iii. Participants of the regional network meetings (+/-50)

Strategy regarding the management of allowances within the project, this includes:

- i. Identification of suitable allowances for the different target groups
- ii. Organisation & allocation of allowances so they reach the right target groups at the right time

Financial strategy and management of:

- i. At least 5 S4D tournaments (at least 1500 young people and 1500 community members)
- ii. 1 S4D legacy symposium

3. Coordination and logistics of project activities:

In short the following relevant project activities can be identified:

- a. Training of Trainers: approximately 10 days of training for 60 coaches
- b. Regional network meetings: at least 2 regional network meetings for approximately 50 stakeholders
- c. S4D tournaments: at least 5 S4D tournaments where a total of at least 1500 young people will be engaged
- d. Legacy Symposium: One legacy symposium for approximately 50-100 stakeholders
- e. 75 S4D courses

4. Project coordination and representation in Egypt

- a. The consultancy firm is the project's representative and first point of contact in Egypt towards the government and external stakeholders, and
- b. Plan, organise, manage and report all aspects of the consultancy assignment to achieve objectives within set timelines and budgets.
- c. Proactive communication with the project team on a bi-weekly basis and being flexible in the management of the project

5. Support and consultation on the following topics

- a. Communication (awareness raising and external communication)
- b. Building and sustaining learning networks of project stakeholders on both a regional and national level
- c. Projects' diverse models of implementation
- d. Navigating in Egyptian society

3. Required qualifications & capacities

- Expertise and/or a proven track record in the following areas:
 - Management of international projects
 - Project coordination, implementation and representation
 - Network building and network management
 - The engagement and empowerment of girls and young women
 - Stakeholder management in diverse environments (vertical: local to international, horizontal: e.g. cross-sector, public, private and educational). More specifically:
 - National governing bodies (Ministry of Youth and Sports)
 - Youth Centres
 - Community Based Organisations
 - Being active/have an existing network of institutional, strategic and implementing organisations in the four governorates of this project, namely:
 - Cairo
 - Fayoum
 - Port Said
 - Assiut
 - Safeguarding & Integrity
- Team members who will be involved in the coordination and implementation of the project need to have in practice experience in the field of Project Management and/or Youth and Sports development
- Availability of an office in Upper Egypt (either Fayoum, Port Said or Assiut)
- Proof of being an accountable and transparent organisation
- Have the capacity to be able to start no later than 2/3 weeks after the approval of the contract
- Officially registered as a business in Egypt

4. Evaluation criteria

Essential criteria

- Applicant main line of business activity shall be project coordination and implementation
- Please provide the necessary documentation for proof of your registration in-country (Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted)
- Full compliance with this Terms of Reference
- Offerors shall provide the CV of the employees for the requested services
- Offers must be in euros (€) and not exceed the amount of €250.000
- The applicants agree that the submitted unit prices in € will remain fixed until the given end date of contract
- Being registered as a business in Egypt

Capability criteria (65%)

- Quality of the technical proposal
 - The quality of the technical proposal will be assessed on:
 - Well grounded: The problem, risk or theme, target group, goals, approach and preconditions of the proposal are clearly described. The theoretical basis makes the effectiveness of the proposal plausible, based on theories and empirical knowledge.
 - Feasibility: e.g. implementation of the project activities against time and intensity and risk mitigation throughout the project
 - Project design and implementation
 - The clarity, completeness and quality of the work proposal, including appropriate phases for preparation, implementation, monitoring, evaluation and communication of the project
 - The appropriateness and quality of the methodology proposed for addressing the needs identified
 - The consistency between project objectives and activities proposed
 - Looking for innovative approaches for design and implementation
- Required qualifications and capacities of the applicant
 - Requested experience and expertise in several areas (see paragraph 3: required qualifications and capacities).

Sustainability criteria (20%)

- The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the project ends
- Projects should be designed in an eco-friendly way and should incorporate green practices in all its facets. Organisations and participants should have an environmentally-friendly approach when designing the project
- The consultancy firm puts in efforts and realises co-financing resulting from partnerships with private stakeholders for the benefit of the project

Commercial criteria (15%)

- Cost-efficient of proposal: How well does the proposed budget align with the stated objectives and proposed project activities
- Commercial competitiveness: All of the applications will be compared with each other. While comparing, a focus will be on the technical proposal in relation to cost-efficiency.