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## Terms of Reference (TOR)

### Independent Evaluation of the “ Increasing the Participation of Women in Public Life in Egypt” project

Implemented by the National Council for Women

In Partnership with the European Union (EU)

<b>Project Title</b>	“ Increasing the Participation of Women in Public Life in Egypt
<b>Project reference</b>	ENI/2019/410-138
<b>Implemented by</b>	The National Council for Women (NCW)
<b>In Partnership with</b>	The European Union
<b>Project duration</b>	9 October 2019 – 10 April 2024
<b>Request for a proposal</b>	For an experienced consultant to support independent monitoring and evaluation for the project
<b>Type of evaluation</b>	Independent Evaluation
<b>Proposal Validity Period</b>	15 calendar days
<b>Duration of assignment</b>	3 months after contractual agreement signature (subject to changes depending on actual dates)
<b>Assignment duration</b>	Mid February 2023 – Mid May 2023
<b>Evaluation Manager</b>	Dr. Naglaa El Adly, General Manager of the General Department of International Conventions and International Cooperation - NCW



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## **Background of the project to be evaluated**

In the 9th of October 2019, the National Council for Women (NCW) and the European Union (EU) signed a grant contract to implement the Project entitled: Increasing the Participation of Women in Public Life in Egypt - ENI/2019/410-138 (the 'Project') for an implementation period of 54 months. The overall objective of the Project is to contribute to the empowerment and increased participation of Egyptian women in public life, in line with the provisions of the Egyptian Constitution and the National Strategy for Egyptian Women Empowerment (2030).

## **Project general details**

Title of the action:	Increasing Participation of Women in Public Life In Egypt
Location(s) of the action:	The Arab republic of Egypt
Objectives of the action	<b>Overall Objective:</b> To contribute to the empowerment and increased participation of Egyptian women in public life, in line with the provisions of the Egyptian Constitution and with the National Strategy for Empowering Egyptian Women (2030). <b>Specific objectives (SOs):</b>

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<sup>1</sup> NCW was established in 2000, it is the national machinery for the advancement of women in Egypt. It is entrusted with: planning for the advancement of women, following up on the plans' implementation, proposing policies for women's development and empowerment, enabling them to play their essential role in society, and integrating their efforts into national comprehensive development programs

	<p>SO1: To improve women's leadership capabilities, and to strengthen their potentials to fully participate in public life and contribute to Egypt's development in different arenas.</p> <p>SO2: To improve access of Egyptian women to citizenship rights and to public services.</p>
Target group(s)	<p><u>Key Beneficiaries:</u></p> <p>First: The Government of Egypt (GoE), in particular, women and men staff:</p> <ul style="list-style-type: none"> <li>• The National Council for Women in Egypt (NCW)</li> <li>• Ministry of Planning, Monitoring and Administrative Reform (MoPMAR)</li> <li>• Central Agency for Public Mobilisation and Statistics (CAPMAS)</li> <li>• Other administrations which will be selected as pilots or associated in implementation.</li> </ul> <p>Second: Targeted women and men</p> <p>Egyptian women targeted and selected from different spheres of the society who will be directly involved / benefit from the project. They include:</p> <ul style="list-style-type: none"> <li>• Women selected under empowerment programme.</li> <li>• Women in need who do not have a national Identity Card (ID) and who will be targeted to receive support under the project.</li> <li>• Women who are receiving public services.</li> <li>• Men and boys from the Egyptian society will be also targeted through awareness and advocacy activities.</li> </ul>
Final beneficiaries	<p>Egyptian women and the public at large, including men, who benefit from improved gender sensitive policies and programmes, and services as well as increased participation of women leaders.</p>

<p>Expected results</p>	<p><u>Expected Result 1:</u></p> <p>Women have developed the relevant skills and technical knowledge to access and successfully undertake leadership roles.</p> <p><u>Expected Result 2:</u></p> <p>Egyptian women are increasingly able to enjoy their citizen rights.</p> <p><u>Expected Result 3:</u></p> <p>Women are increasingly benefiting from gender mainstreamed public services and from gender transformative / responsive national policies and programmes.</p>
<p>Main activities</p>	<p>A0: Project establishment and Inception Phase</p> <p>Activity 0.1 Project establishment and the Action's management structure</p> <p><u>Component I linked to Result 1: The National Programme for Women Leaders</u></p> <p>A1.1: Design and execute a National tailor-made programme to increase women's capabilities to access and undertake leadership positions.</p> <p>A1.2: Design and execute an advocacy and awareness plan and campaign/s which will promote the rights of women to participate in public life and to undertake leadership positions.</p> <p><u>Component II linked to Result 2: Women's access to citizenship rights</u></p> <p>A2.1: Facilitate issuance of National ID cards for women and girls in need.</p> <p><u>Component III linked to Result 3: Women's access to public services and gender mainstreamed policies and programmes</u></p>

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	<p><u>Activity package 1 under component III: Gender Statistics and Knowledge Sharing</u></p> <p>A3.1.1: Improve institutional and human capacity of CAPMAS staff to collect, analyze, and produce gender statistics.</p> <p>A3.1.2: Develop toolkits for CAPMAS to develop gender sensitive indicators &amp; disseminate gender statistics definition.</p> <p>A3.1.3: Design &amp; implement capacity building programs to support the collection, analysis, production &amp; dissemination of sex disaggregated data.</p> <p>A3.1.4: Improve institutional &amp; human capacity to effectively manage The Egyptian National Observatory for Women (ENOW).</p> <p>A3.1.5: Improve institutional &amp; human capacity of NCW to effectively promote knowledge sharing and policy making on gender issues.</p> <p><u>Activity package 2 under Result 3: Gender mainstreaming</u></p> <p>A3.2.1: Develop an action plan to apply best practices of gender mainstreaming responsive services, policies / national programmes, at up to 3 public administrations.</p> <p>A3.2.2: Develop a gender mainstreaming toolkits and manuals tailored for each of the piloted public administrations</p> <p>A3.2.3: Design and implement a capacity building programme for gender sensitive approach &amp; gender mainstreaming in the delivery of public services, policies and national programmes in the Egyptian Government.</p>
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## **Purpose, objectives and scope of the mid-term independent monitoring and evaluation**

### **a) Evaluation background**

NCW considers monitoring and evaluation as an integral part of the implementation of technical cooperation activities. This project will go through independent evaluations that are managed by NCW's General Manager of the General Department of International Conventions and International Cooperation and implemented by independent consultant.

The evaluation for the project is for the purpose of accountability, learning and planning and building knowledge.

In turn, this ToR defines the overall scope of this evaluation; recommendations emerging from the evaluation should be strongly linked to the findings of the evaluation and provide clear guidance to the NCW and its partners .

### **b) Purpose and objectives of the independent evaluation**

- Assess the relevance and coherence of project's design regarding the country context and how the project is perceived and valued by the target groups.
- Identify the contributions of the project to the overall goal which is enhancing the participation of Egyptian women in public life in Egypt and facilitating their access to public services.
- Assess the effectiveness of the project implementation in achieving the project outputs and outcomes ; including unexpected results and factors affecting project implementation (positively and negatively).
- Review the institutional set-up, capacity for project implementation, coordination mechanisms and the use and usefulness of management tools including the project monitoring tools and work plans.
- Assess the efficiency of the project.
- Review the strategies for outcomes' sustainability and orientation to impact.
- Identify lessons and potential good practices.

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- Provide strategic recommendations for the NCW and different key stakeholders
- c) **Scope of the evaluation**

The independent evaluation will cover the period from 9 October 2019 to 10 October 2022. The evaluation will cover all the planned outputs and outcomes under the project, with particular attention to synergies between the components and contribution to national policies and programmes.

### **Review criteria**

The evaluation should review and address the following concerns based on the following criteria;

- Relevance and strategic fit of the project;
- Validity of the project design;
- Project effectiveness;
- Efficiency of resource use;
- Sustainability of project outcomes;
- Impact orientation.

### **Evaluation methodology**

The final methodology and evaluation questions will be determined by the consultant in consultation with the Evaluation Manager.

The evaluation should apply a mix methods approach, engaging with partners and key stakeholders of at all levels during the design, field work implementation, validation and reporting stages.

The data from the below sources will be triangulated to increase the validity and rigor of the evaluation findings.

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**Desk review** of project design and strategy documents, activity documents, communications and publications.

**Key informant interviews and focus groups** with project's staff, project stakeholders and partners and women beneficiaries of the project.

**In-depth interviews:** The evaluation consultant is expected to meet with project beneficiaries' to undertake more in depth reviews on the project outputs and outcomes

The consultant must indicate the selection criteria of individuals to interview.

**Presentation of the preliminary findings in a meeting:** At the end of the in-depth interviews the consultant will present preliminary findings to the evaluation manager to discuss and refine the findings and fill in information gaps.

### **Project key stakeholders**

- Ministry of Planning and Economic Development (MoPED) and the National Institute for Governance and Sustainable Development (NIGSD), the training arm of MoPED.
- Central Agency for Public Mobilization and Statistics (CAPMAS).

### **Main Deliverables**

- 1. An inception report (not more than 20 pages excluding the annexes) – upon the review of available documents and an initial discussion with the project management and stakeholders. The inception report will include:**
  - Description of the conceptual framework that will be used to undertake the evaluation;
  - Elaboration of the methodology proposed in the TOR with changes as required;
  - Identification of the data required to answer the evaluation questions, data sources by specific evaluation questions,



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- Selection criteria for individuals for interviews ( as much as possible should include men and women);
  - Defining the work plan for the evaluation, indicating the phases in the evaluation, their key deliverables and milestones;
  - Setting out the list of key stakeholders to be interviewed and the tools to be used for interviews and discussions;
  - A detailed outline of the final evaluation report;
  - Interview and focus group guides.

The Inception report should be approved by the evaluation manager at the beginning of the assignment

- 2. Preliminary Findings.** NCW will organize a meeting to discuss the preliminary findings of the evaluation after data collection is completed. The presentation should provide a brief review of key results for each evaluation criteria. The meeting will be technically organized by the consultant with logistical support from the NCW.
- 3. First draft of Evaluation Report.** The report should be no longer than 35 pages excluding annexes. The Evaluation Manager holds the responsibility of approving this draft. The draft review report will be shared with NCW and a request for comments will be provided within a specified time (14 working days).
- 4. Final version of evaluation report** incorporating comments received of NCW. The report should include an executive summary.

Lessons learnt and good practices will be annexed to the report.

The final version is subject to approval of the NCW Evaluation manager

## **Structure of the evaluation's report**

**The draft and final versions of the evaluation (maximum 35 pages excluding annexes) will be developed following the structure outlined below:**

- 1. Cover page** with key project data (project title, project number, donor, project start and completion dates, budget, technical area, project management, geographical coverage); and

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evaluation data (type of evaluation, start and completion dates of the evaluation mission, name(s) of evaluator(s), date of submission of evaluation report).

2. Table of contents
3. Acronyms
4. Executive Summary
5. Background of the project and its intervention logic
6. Purpose, scope and clients of evaluation
7. Methodology and limitations
8. Presentation of findings (by criteria)
9. Conclusions
10. Recommendations (including to whom they are addressed, resources required, priority and timing)

**The evaluation report will be in English.**

### **Qualifications**

- Master's degree with minimum 10 years of experience in project /program evaluation in the field of development and/or gender equality and women's empowerment;
- Proven skills and experience in undertaking evaluations of similar projects;
- Experience in using the Theory of change approach on evaluation;
- Strong background in gender mainstreaming approaches as well as Results Based Management;
- Extensive knowledge of, and experience in applying, qualitative and quantitative research methodologies;
- Experience in direct and participatory community-based observation, and experience in participative evaluation techniques would be an asset;
- Excellent analytical skills and communication skills;
- Demonstrated excellent report writing skills in English;
- Demonstrated excellent oral Arabic and English.

### **Duration**

Starting of the assignment



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- Provisional starting period is mid February 2023.
  - Implementation period of this assignment is approximately 3 months from the starting date.

### **Applications**

Applicants must submit the following documents/information to demonstrate their capacity and expertise:

- CV
- Cover letter indicating the previous experiences in similar assignments

Requested documents to be sent to following e-mail addresses, with “***Independent Monitoring and Evaluation’s Consultant***” in subject:

To: [ipwple.procurement@gmail.com](mailto:ipwple.procurement@gmail.com)

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