

TERMS OF REFERENCE

Project name: “The creation of safe and equal work environments for women, in the tourist sector of Egypt”

Profession: Expert/ Advisor

Type of Contract: Individual Contract (advisory) - The offered assignment will be implemented through individual contract as the indicated services are needed on an intermittent and repetitive basis.

Location: Egypt

Mission travel: The assignment envisages possible mission travel to Cairo, Luxor, Aswan, South Sinai, Matrouh, New Valley, Red Sea, and possibly other geographic locations as needs may arise. Mission-related costs shall be calculated as per NCW rules and regulations and paid for separately.

Background

The Egyptian government is committed to the empowerment of women as part of Egypt's vision 2030. According to Women's National Strategy 2030 launched and endorsed by the government in 2017, Egyptian women will become active contributors to the achievement of sustainable development through enabling them to develop and enhance their capacities to reach their full potential. The National Council for Women (NCW) as the national women's machinery in Egypt that enjoys constitutional power and reports directly to the President of Egypt works on monitoring and execution of all stakeholders to the Women National Strategy. The Ministry of Tourism and Antiquities of Egypt, which will be the main partner of the NCW in this project, has embarked on a program of reforms in the tourism sector which aims to strengthen Egypt's competitiveness, achieve sustainable growth and improve employment. The vision of the Ministry of Tourism and Antiquities is to take advantage of this sector as a key to economic recovery and also as an opportunity to empower women economically. To increase women's labor participation in the Egyptian tourism sector, a comprehensive approach is required and one of its keys includes the creation of safe environments for women. This is the base of a part of the present project, labor and social barriers of women who work in tourism, improving their working conditions.

This specific project “The creation of safe and equal work environments for women, in the tourist sector of Egypt” will therefore aim to improve the cultural and social perception of women working in the sector, on the one hand, and improve their working conditions on the other hand. For that purpose, the National Council for Women, in cooperation with the Ministry of Tourism and Antiquities and committed hotels (identified by the Egyptian Hotel Association), will organize workshops designed to improve the self-esteem of employees, so that they can face difficult situations in the workplace. In addition, these workshops will serve as the basis for

creating a media campaign that contributes to improving the social perception of women in the sector.

The National Council for Women, in collaboration with the Ministry of Tourism and Antiquities, will promote the initiative of a seal that certifies gender equity in specific hotels and tourism companies that will be awarded and recognized as "Champion Companies". Tourist establishments such as tourism companies and hotels will receive guidance on the implementation of women's empowerment principles and equal opportunities.

In addition, the students of the Faculty of Tourism and Hotels will be part of this project, improving their skills through mentoring programs and internships to obtain the necessary tools, knowledge and skills. This will allow them to have high potential and be able to compete in the labor market, as well as to help address issues related to transitions between academic life and the work environment.

Assignment:

Under the overall guidance and supervision of The National Council for Women, the expert is responsible for provision of advisory services in analysis, evaluation and reporting based on Gender Equality/ Equity basis in specific Tourism organizations in Egypt. More specifically, the expert will:

- A) Work under the guiding framework of the following
 - a. Women's National Strategy 2030,
<http://ncw.gov.eg/wp-content/uploads/2018/02/2017-04-23-strategy-2030.pdf>,
 - b. The National Strategy to Eliminate Violence Against Women in Egypt 2015-2020
<http://ncw.gov.eg/wp-content/uploads/2017/04/36a.pdf>
 - c. Executive Summary Report on The National Strategy to Eliminate Violence Against Women in Egypt 2015-2020
(<http://ncw.gov.eg/Images/PdfRelease/EXECUTIVE%20SUMMARY%20to%20the%20report-5202120141158576.pdf>),
 - d. Report on the National Strategy To Eliminate Violence Against Women 2015-2020,
(<http://ncw.gov.eg/Images/PdfRelease/Report%20on%20National%20VAW%20strateg-52021201494355.pdf>)
 - e. Structural Revolution Program in the Tourism Sector,
- B) Recommend proposed scope of works and concrete tangible deliverables and seek comments/endorsement in the form of request for services under NCW decision on the relevance/efficiency of the proposed activities and other considerations.
- C) Analyze and evaluate data from a gender equality perspective, preparing the report/reports, and participating in preparing a plan with the aim of achieving gender equality in accordance

with the criteria set for obtaining the Equality Seal for tourism establishments under the supervision of National Council for Women, the expert will:

- Develop a detailed standard and measurement tool based on obtaining information on the nominated hotels, related, for example, to the following: Number of female workers in the facility / type of job held by women / percentage of women in leadership positions / educational level of women / work rules applicable to female workers (equal pay - number of working hours - policies that take into account the peculiarities of women's life..etc) / equal opportunities for training,
- Make the necessary contacts and hold meetings in order to obtain the information required to prepare the initial report necessary for the preparation of the training plan to raise capacity.
- Prepare a Gender Gap Assessment / Comprehensive Report and Recommendations for the selected tourism organizations and Companies Using the measurement tools. The recommendations should include clarifying the policies, procedures and amendments required to add them to internal regulations in order to achieve a working environment responsive to the needs of women working in selected institutions, allowing women to achieve balance between work and family life.
- Conduct a needs assessment to adjust the capacity development programs for hotel staff and tourism companies to be more appropriate by analyzing the training programs that are implemented for employees in their framework by tourism establishments and institutions to design the training program besides the topic of social type and equality in the field of employment
- Presenting the questionnaire and evaluation report to the facilitating committee for review and approval and setting the main axes of the development plan
- Facilitating the design and implementation of training programs and workshops in cooperation with others, which will be designed based on the analytical and evaluation report of the tourism facilities selected to participate in the project, as well as providing advice on preparing the training program and workshops for students of tourism and hotel faculties.
- Preparing a plan to improve the work environment based on the results of the self-assessment referred to above.
- Evaluating the workers by conducting an assessment of the internal needs of men and women working in these tourist establishments to adapt to capacity building programmes.
- Coordinating the implementation of the project with the project team, and providing technical support for the planning, follow-up and evaluation of the project.
- Participating with the NCW's Team in meetings with each individual institution or grouped meetings to explain the proposals and work to solve the problems that hinder their implementation

D) Provide any other work inputs as may be required in the framework of provision of advisory services analyzing and evaluating data from a gender equality perspective.

Recommended qualifications and competencies:

Qualifications:

1. Education: University degree in development, communications, human sciences, tourism, environment, or another relevant field is essential.
2. Working experience: Minimum of 3 years of highly responsible experience in consultation services and management. Prior experience of at least 1 year in the field of gender and sustainable Development, preferably with one of the United Nations institutions or another international organization, is a considerable asset.
3. Languages: fluency in spoken and written English and Arabic.
4. Knowledge and experience in the use of standard office software (e.g. word processing, spreadsheets).
5. Demonstrated ability to assess, plan, coordinate and monitor related activities.
6. Master and/or PhD degree will be an added value.