

## **REQUEST FOR PROPOSALS**

Title of Consulting Services:  
*“Data Collection Survey on Third Country  
Training Program Strategy Formulation for  
Egypt”*

05 September 2021

Japan International Cooperation Agency  
Egypt Office

## Section 1. Summary Sheet of the Instructions to Consultants

<b>1. Name of the assignment</b>	Data Collection Survey on Third Country Training Program Strategy Formulation for Egypt
<b>2. Method of selection</b>	QCBS (Quality and Cost Based Selection)
<b>3. JICA's officer in charge</b>	Mr. KATO Tomohiro, Project Formulation Advisor Mr. Mohamed Adam, Senior Program Officer JICA Egypt Office Address: <u>6th floor, World Trade Center, 1191 Corniche El Nil St. Boulak, Cairo, Egypt</u> Telephone: <u>02-25748240</u> Facsimile: <u>02-25748243</u> E-mail: <a href="mailto:kato.tomohiro2@jica.go.jp">kato.tomohiro2@jica.go.jp</a> ; <a href="mailto:Mohamedadam.EG@jica.go.jp">Mohamedadam.EG@jica.go.jp</a>
<b>4. Pre-proposal conference</b>	A pre-proposal conference will be held: No
<b>5. Type of contract</b>	[Lump-sum]
<b>6. Expressions of Interest (EOI)</b>	<b>Date:</b> 07 September 2021 <b>Time:</b> 13:00 (Cairo Local Time)
<b>7. Deadline of request for clarification</b>	<b>Date:</b> 16 September 2021 <b>Time:</b> 15:30 (Cairo Local Time)
<b>8. Proposal submission deadline</b>	<b>Date:</b> 03 October 2021 <b>Time:</b> 13:00 (Cairo Local Time)
<b>9. Proposal submission address</b>	same as the above <b>3. JICA's officer in charge</b>
<b>10. Expected date for the negotiations</b>	05 October 2021
<b>11. Expected date for the commencement of the Services</b>	10 October 2021

## Section 2. Instructions to Consultants

### A. General Provisions

- 1. Introduction**      1.1 Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

### B. Preparation of Proposals

- 2. General Considerations**      In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3. Cost of Preparation of Proposal**      The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
- 4. Language**      The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in English
- 5. Documents Comprising the Proposal**      The Proposal shall comprise the documents and forms listed below;  
**1<sup>st</sup> Inner Envelope with the Technical Proposal:**  
(1) TECH-1  
(2) TECH-2  
(3) TECH-3  
(4) TECH-4  
(5) TECH-5  
(6) TECH-6  
**2<sup>nd</sup> Inner Envelope with the Financial Proposal:**  
(1) FIN-1  
(2) FIN-2
- 6. Only One Proposal**      The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal.

- 7. Proposal Validity** Proposal must remain valid for 30 calendar days after the Proposal submission deadline.
- 8. Clarification and Amendment of RFP** The Consultant may request a clarification of any part of the RFP no later than 16 calendar days before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA's address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;
- (1) At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.
  - (2) If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.
- 9. Technical Proposal Format and Content**
- 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.
  - 9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**.
- 10. Financial Proposal**
- 10.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.
  - 10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.
  - 10.3 The Consultant shall express the price for its Services in in either Egyptian Pounds or US dollars.

## C. Submission, Opening and Evaluation

### 11. Submission, Sealing, and Marking of Proposals

- 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 5 (Documents Comprising Proposal). The submission can be done by mail or by hand.
- 11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.
- 11.3 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is as stated below;
- (1) **Technical Proposal:** one (1) original and two (2) copies.  
 (2) **Financial Proposal:** one (1) original.
- All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, name of the Assignment, name, and address of the Consultant, and with a warning “**DO NOT OPEN UNTIL 03 OCTOBER 2021.**”
- 11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, name, and address of the Consultant, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”
- 11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE 03 OCTOBER 2021.**”
- 11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 11.8 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in **Section 1. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened.

### 12. Confidentiality

From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the

Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

### **13. Proposals Evaluation**

- 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

### **14. Evaluation of Technical Proposals**

- 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;
- I Consultant's general experience and competence in the field covered by the TOR: 20
  - II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: 35
  - III Experience and records of the staff members to be assigned to the work: 45
    - a) Position 1: *Team Leader*: 20
    - b) Position 2: *Expert 1*: 10
    - c) Position 3: *Expert 2*: 10
    - d) Position 4: *Expert 3*: 05

Total Points for Three Criteria: 100

14.2 Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: 70

### **15. Correction of Errors**

Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

#### **a. Time-Based Contracts**

- 15.1 If a Time-based Contract form is included in the RFP, JICA will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and JICA shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the

- corrected quantity, and correct the total Proposal cost.
- b. Lump-Sum Contracts** 15.2 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made.

**16. Taxes** The JICA's evaluation of the Consultant's Financial Proposal shall include taxes and duties in Egypt.

**17. Combined Quality and Cost Evaluation** 17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.

(In case of Quality- and Cost-Based Selection (QCBS))

**[Financial Score]**

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

**[Combined Score]**

The weights given to the Technical (T) and Financial (F) Proposals are:

**W1 (T) = 80%**, and

**W2 (F) = 20%**

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (W1 = the weight given to the Technical Proposal; W2 = the weight given to the Financial Proposal; W1 + W2 = 100(%)) as following:  $S = St \times T\% + Sf \times F\%$

17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

## D. Negotiations and Award

**18. Negotiations** The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant's representative(s).

**[Technical negotiations]**

18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA's inputs, the Conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.

**[Financial negotiations]**

18.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services.

18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations.

**19. Conclusion of Negotiations**

19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by JICA and the Consultant's authorized representative.

19.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract.

**20. Award of Contract**

20.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants. Technical Proposals of those consultants who were unsuccessful shall be disposed or returned.

20.2 The Consultant is expected to commence the assignment on the date specified in **Section 1. Summary Sheet of the Instruction to Consultants.**



### Section 3. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

#### Checklist of Required Forms

<b>Form</b>	<b>Description</b>	<b>Page Limit</b>
TECH-1	Technical Proposal Submission Form	<i>N/A</i>
TECH-2	Consultant's Organization and Experience A. Consultant's Organization B. Consultant's Experience	<i>N/A</i>
TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	<i>N/A</i>
TECH-4	Work Schedule and Planning for Deliverables	<i>N/A</i>
TECH-5	Personnel Schedule	<i>N/A</i>
TECH-6	Curriculum Vitae (CV) for Key Experts	<i>N/A</i>

**Form TECH-1**

**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: Chief Representative  
Japan International Agency (JICA) Egypt Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for “*Data Collection Survey on Third Country Training Program Strategy Formulation for Egypt*” in accordance with your Request for Proposals dated 05 September 2021 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

## Form TECH-2

### CONSULTANT’S ORGANIZATION AND EXPERIENCE

{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}

#### A - Consultant’s Organization

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

#### B - Consultant’s Experience

{1. List only previous similar assignments successfully completed in the last [.....] years.}  
 {2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

Duration	Assignment name & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent) / Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of .....; }	{e.g., Ministry of ....., country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}

## Form TECH-3

### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

a) **Technical Approach, Methodology, and Organization of the Consultant's team.**

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in here.}

b) **Work Plan and Staffing.**

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

c) **Comments (on the TOR and on counterpart staff and facilities)**

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}



**Form TECH-4: WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

N°	Activity	Months											
		1	2	3	4	5	6	7	8	9	.....	n	

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

**Form TECH-5: PERSONNEL SCHEDULE**

N°	Name of Expert / Position	Input of the Personnel												Total person-month input
		1	2	3	4	5	6	7	8	9	10	11	12	
EXPERT(S)														
1														
2														
3														
4														
n														
												Sub-Total		
Other Personnel														
1														
2														
n														
												Sub-Total		

- For experts the input should be indicated individually; for other personnel it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).
- Months are counted from the start of the assignment.
  -  Full time input
  -  Part time input

## FORM TECH-6

## CURRICULUM VITAE (CV) FOR EXPERTS

<b>Position Title</b>	{e.g., TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship / Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact info for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):**

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**Expert's contact information: (e-mail, phone)**

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

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Name of Expert	Signature	Date {day/month/year}
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Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date {day/month/year}
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## **Section 4. Financial Proposal Forms**

*{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}*

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

**FIN-1 Financial Proposal Submission Form**

**FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

**FORM FIN-1**

**FINANCIAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: Chief Representative  
JICA Egypt Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for “*Data Collection Survey on Third Country Training Program Strategy Formulation for Egypt*” in accordance with your Request for Proposals dated 05 September 2021 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

## FORM FIN-2

**BREAKDOWN OF REMUNERATION, REIMBURSABLE EXPENSES AND INDIRECT LOCAL TAX ESTIMATES**

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

**TOTAL COSTS OF (1), (2) AND (3) : *{insert: total estimate cost}***

<b>Remuneration</b>					
No.	Name	Position	Person-month Remuneration Rate	Time input in person/month	Cost
	<b>1) Experts</b>				
1					
2					
3					
	<b>2) Other Personnel</b>				
1					
2					
3					
<b>Total of (1)</b>					

<b>Reimbursable Items</b>					
	Type of Reimbursable expenses	Unit	Unit Cost	Quantity	Cost
1	{e.g., Per diem allowances}	{Day}			
2	{e.g., national air travel}	{Trip}			
3	{e.g., rent-a-car}	{Day}			
4	{e.g., reproduction of reports}				
5	{e.g., office rent}				
6	{e.g., office supplies}				
7	{e.g., support staff/secretary}				
8	{e.g., seminars/workshops}				
<b>Total of (2)</b>					

<b>Total Costs of (1)+(2)</b>	
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<b>Indirect Local Tax Estimates</b>	
1	{insert type of tax. e.g., VAT or sales tax}
2	{e.g., income tax on non-resident experts}
3	{insert type of tax}
4	{insert type of tax}
<b>Total Estimate for Indirect Local Tax (3)</b>	

## Section 5. Terms of Reference (TOR)

### 1. Background

Third Country Training Program (TCTP) started in Egypt in 1985, mainly for African countries at first, in cooperation with the Egyptian Fund for Technical Cooperation with Africa (EFTCA), which was changed later to Egyptian Agency of Partnership for Development (EAPD) in 2014. This cooperation was highlighted in 1998 after signing the Partnership Agreement “Japan-Egypt Triangular Technical Cooperation Plan for the Promotion of South-South Cooperation in Africa” between Egypt and Japan, as an output of the second Tokyo International Conference for African Development (TICAD II).

Since then, Egypt and Japan have effectively combined their human, technological and financial resources to support social and economic development efforts in African Countries.

By 2018, the number of African participants of TCTP in Egypt since 1985 has exceeded 5,000 from more than 30 countries, in various fields. In 1994, TCTP for Middle East Countries was launched, and since then, more than 200 participants were accepted from more than 8 Middle East countries.

On the occasion of TICAD VII, a Memorandum of Cooperation (MoC) was signed by the President of JICA and the Egyptian Minister of Foreign Affairs witnessed by the President of Egypt to renew their commitment and open new horizons of cooperation.

### 2. Objective(s) of the Assignment

Japan International Cooperation Agency (JICA) Egypt Office is aiming to implement the survey including an evaluation of the past, and present activities of Third Country Training Program (TCTP) in order to review the current situation, including the challenges that faces the program and the opportunities that could be utilized for improvements. Based on this analysis, a strategy would be formulated for TCTP of Africa and Middle east separately to act as a framework for the program implementation in the future.

### 3. Scope of Services, Tasks (Components) and Expected Deliverables

#### 3.1 Target Organizations / individuals of Survey

The Survey targets counterpart organizations and ex-trainees of TCTP, which have been conducted from 2007 to 2020, for data collection and evaluation of achievement of TCTP. The counterpart organizations of TCTP are summarized in a table below.

No	Organization
1	Egyptian Agency of Partnership for Development (EAPD)
2	Egyptian International Center for Agriculture (EICA)
3	Suez Canal University/Faculty of Medicine
4	Fayoum University/Faculty of Medicine
5	Ministry of Health/National TB Program
6	Egyptian Electricity Holding Company
7	Training Sector for Water Resources and Irrigation

\* Contacts of counterpart will be provided to the consultant later

The numbers of trainees are summarized in each training courses by year and attached as Annex 1.

<list of ex-participants by country and year, sorted in each course will be provided by each counterpart organization to the consultant later.>

### 3.2 Survey Period

The surveys period shall not exceed 16 weeks from the date of signing the contract with the successful Consultant.

### 3.3 Survey Items and Methods

The survey report will describe the results of the following survey items but not limited to:

#### **(1) Impact Assessment of TCTP**

##### **(A) Desk Review:**

The consultant team will review the available project documents including: the Evaluation of Third Country Training Program (1985-2006) Evaluation Report, terminal reports of training courses (2007-2020), results of training courses (2007-2020). The main purpose of this desk review is to build a good understanding of the available information on TCTP within the wider context of JICA activities before conducting an in-depth study of this intervention. More specifically, this review will aid in understanding the history of the program's implementation and outputs, design of the sampling frame, defining the original scope of this program, and determining the sampling methodology.

##### **(B) Case Studies:**

The consultant team will determine a sample of training programs that were implemented during the period from 2007 to 2020 as case studies for further in-depth analysis to assess the impact of the training on samples of beneficiaries. The team would conduct questionnaire survey/ interviews to the sample program of ex-trainees, their mother organizations, counterpart organizations and officials of JICA offices in beneficiary countries (2007-2020).

Based on the results of the previous, the consultant team should assess the impact of the TCTP with a focus of quality of work, teamwork, knowledge sharing, etc. in ex-trainee's organization, determine factors of its achievements and challenges, and prepare recommendations and suggestions for future TCTP implementation.

#### **(2) Policy Analysis on Regional Cooperation through TCTP**

##### **(A) Desk Review:**

The consultant team will review and analyze the current Egyptian Policies and Implementation Frameworks of TCTP within the partnership agreement between Japan and Egypt and regional cooperation and relations for Africa, and Middle East. The revision will also include the relevant policies of the Egyptian government that governs the implementation of TCTP activities in the related ministries and governmental agencies, which could include formulation of training general information (GI), decision making processes, etc.

## (B) Analysis and matching of Policies for Future:

The consultant team will match the partnership agreement between Japan and Egypt with regional cooperation and relations for Africa and Middle East, and identify the potential fields among development challenges in recipient countries which Egypt has some advantages, and to achieve its development goals in the recipient countries (Africa and Middle East).

**(3) Formulation of TCTP Strategy:**

## (A) Formulation of TCTP Strategy:

- ⇒ Identify possible and potential areas, courses, counterpart organizations and methods (including ICT, involvement of private sector, etc.) of TCTP training
- ⇒ Summarize all findings and results of assessment as to be TCTP Strategy

**3.4 Work Items**

The survey should provide quantitative and qualitative results include the following work items. The Consultant should perform the following work items without delay and report the situation of the preparation and the survey progress to JICA Egypt Offices.

**Hearing/ Field Survey/ Document Investigation:**

- Ministries (The Consultant MUST contact Ministry of Foreign Affair (MOFA), and Egyptian Agency of Partnership for Development (EAPD)).
- Counterpart Organizations (As listed in Section 3.1)
- Ex-trainees (As attached in Annex 1)
- Mother organizations

**Outputs:**

- Survey report

***4. Team Composition & Qualification Requirements for the Experts (and any other requirements which will be used for evaluating the Experts)***

- a. Team Leader/ Human Resource Development (HRD, Education or relevant field):  
(around 12 years' experience in the titled or similar expertise)
- b. Evaluation 1:  
(more than 10 years' experience in the titled or similar expertise)
- c. Evaluation 2:  
(more than 5 years' experience in the titled or similar expertise)
- d. Policy Analyst 1:  
(more than 10 years' experience in the titled or similar expertise)
- e. Policy Analyst 2:  
(more than 5 years' experience in the titled or similar expertise)

The applicants can propose any other expertise and assistants, however it should be recognized that proposed price is one of evaluation indicators.

***5. Reporting Requirements and Time Schedule for Deliverables***

The Consultant should submit the following Reports:

- Inception Report: after 3 weeks from the Contract commencement date.

- Interim Report: after 8 weeks from the Contract commencement date.
- Draft Final Report: after 14 weeks from the Contract commencement date.
- Final Report: after 16 weeks from the Contract commencement date.

The Reporting Requirements are as follows:

- The report size should be A4 size, and should be written in English.
- The Consultant should take pictures of survey situations and submit them to the Client.
- The Consultant should submit three (3) copies of the Final Report, and soft data.