

REQUEST FOR PROPOSALS

Title of Technical Services:
Community Empowerment Program
” Survey on Awareness against COVID-19
through “Value in Life” Activities Targeting
Youth and Socially Vulnerable People”

Date: September 5, 2021

Japan International Cooperation Agency
Egypt Office

Section 1. Letter of Invitation

Subject: Request for Proposal

Title: Approval of Procurement Method for Community Empowerment Program
"Survey on Awareness against COVID-19 through "Value in Life" Activities Targeting
Youth and Socially Vulnerable People"
Date: 5 of September 2021

Attention: To whom it may have concern

The Japan International Cooperation Agency (JICA) Egypt Office now invites proposals to provide the following technical services: Community Empowerment Program
" Survey on Awareness against COVID-19 through "Value in Life" Activities Targeting Youth and Socially Vulnerable People". More details of the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

The RFP includes the following documents

- Section 1 - Letter of Invitation (LOI)
- Section 2 - Summary Sheet of the Instruction to Applicant
- Section 3 - Instruction to Candidates (ITC)
- Section 4 - Technical Proposal Forms
- Section 5 - Financial Proposal Forms
- Section 6 - Terms of Reference (TOR)
- Section 7 - Standard Form of Contract (SFC)

Sincerely,

For 

OMURA Yoshifumi
Chief Representative
JICA Egypt Office

Section 2. Summary Sheet of the Instructions to Applicants

1. Name of the assignment	Community Empowerment Program "Survey on Awareness against COVID-19 through "Value in Life" Activities Targeting Youth and Socially Vulnerable People"
2. Method of selection	QCBS (Quality and Cost Based Selection)
3. JICA's officer in charge	Ms. Heba El Hosseiny JICA Egypt Office Address: World Trade Center 6th floor, 1191 Corniche El Nile St., Boulak, Cairo. P.O.Box 475 Dokki Telephone: +20 (2) 2574-8240/41/42/44 +20 (2) 2773-6090/91 Facsimile: +20 (2) 2574-8243, +20(2)2773-6095 E-mail: ElHosseiny-Heba@jica.go.jp
4. Pre-proposal conference	A pre-proposal conference will be held: Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
5. Type of contract	Time-based Contract
6. Deadline of request for clarification	7 calendar days before the Proposals' submission deadline
7. Proposal submission deadline	Date: 23 rd of September 2021 Time: 15:30 Cairo local time (GMT +02:00)
8. Proposal submission address	The same as above 3. JICA's officer in charge Office opening hour: 8:30-15:30, Sunday-Thursday
9. Expected date for the negotiations	28 th of September 2021
10. Expected date for the commencement of the Services	1 st of October 2021

Section 3. Instructions to Candidates

A. General Provisions

- 1. Introduction** 1.1 Applicants are invited to submit a Technical Proposal together with a Financial Proposal for technical 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 Applicant.

B. Preparation of Proposals

- 2. General Considerations** In preparing the Proposal, the Applicant 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 Applicant 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 Applicant.
- 4. Language** The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Applicant and JICA, shall be written in English.
- 5. Documents Comprising the Proposal** The Proposal shall comprise the documents and forms listed below;
1st Inner Envelope with the Technical Proposal:
(1) TECH-1
(2) TECH-2
(3) TECH-3
(4) TECH-4
(5) TECH-5
(6) TECH-6
2nd Inner Envelope with the Financial Proposal:
(1) FIN-1
(2) FIN-2
- 6. Only One Proposal** The Applicant (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 Applicant may request a clarification of any part of the RFP no later than 7 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 Applicants**. 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 concerned Applicants. If JICA deems 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 concerned Applicants and will be binding on them. The concerned Applicants shall acknowledge receipt of all amendments in writing.
 - (2) If the amendment is substantial, JICA may extend the proposal submission deadline to give the concerned Applicants 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 Applicant 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 Applicant is responsible for meeting all tax liabilities arising out of the Contract.
 - 10.3 The Applicant shall express the price for its Services in Egyptian Pounds

C. Submission, Opening and Evaluation

- 11. Submission, Sealing, and** 11.1 The Applicant shall submit a signed and complete Proposal comprising the documents and forms in accordance with

Marking of Proposals

- Clause 5 (Documents Comprising Proposal). The submission can be done by hand or sent by post.
- 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 four (4) 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 23RD OF SEPTEMBER, 2021 AT 15:30 CAIRO LOCAL TIME (GMT +02:00)**”
- 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, Applicant’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE 23RD OF SEPTEMBER, 2021 AT 15:30 CAIRO LOCAL TIME (GMT +02:00)**”.
- 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 2. Summary Sheet of the Instruction to Applicants**, 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 Applicant 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 Applicants 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 Applicant 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 Applicant's general experience and competence in the field covered by the TOR: (30 points)
 - II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: (40 points)
 - III Experience and records of the staff members to be assigned to the work: (30 points)
 - a) Position 1: [Project Manager]: (15 points)
 - b) Position 2: [Chief Instructor]: (10 points)
 - c) Position 3: [PR Specialist]: (5 points)
- 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 points)

**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.

- 15.1 The Applicant 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 Applicant's Financial Proposal shall include taxes and duties in Egypt.

**17. Combined
Quality and
Cost Evaluation**

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

- 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.

[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:

$S_f = 100 \times F_m / F$, in which “ S_f ” is the financial score, “ F_m ” 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 (S_t) and financial (S_f) scores using the weights (W_1 = the weight given to the Technical Proposal; W_2 = the weight given to the Financial Proposal; $W_1 + W_2 = 100(\%)$) as following:
 $S = S_t \times T\% + S_f \times F\%$

17.2 The Applicant 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 applicant(s) with the successful Applicant’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 Applicant’s authorized representative.

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

**20. Award of
Contract**

- 20.1 After completing the negotiations JICA shall award the Applicant to the selected Applicant and promptly notify the other concerned Applicants. Technical Proposals of those applicants who were unsuccessful shall be disposed or returned.
- 20.2 The Applicant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instruction to Applicants.**

Section 4. Technical Proposal Forms

{Notes to Applicant shown in brackets { } throughout Section 4 provide guidance to the Applicant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

Form	Description	Page Limit
TECH-1	Technical Proposal Submission Form	<i>N/A</i>
TECH-2	Applicant’s Organization and Experience A. Applicant’s Organization B. Applicant’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 technical services for Community Empowerment Program "Survey on Awareness against COVID-19 through "Value in Life" Activities Targeting Youth and Socially Vulnerable People" in accordance with your Request for Proposals dated 5th of 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 Candidates (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 Applicants.

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**APPLICANT'S ORGANIZATION AND EXPERIENCE**

{Form TECH-2: a brief description of the Applicant's organization and an outline of the recent experience of the Applicant 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 Applicant), and the Applicant's role/involvement.}

A - Applicant'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 - Applicant's Experience

{1. List only previous similar assignments successfully completed in the last [.....] years.}
 {2. List only those assignments for which the Applicant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Applicant's individual experts working privately or through other firms or organizations cannot be claimed as the relevant experience of the Applicant, or that of the Applicant's partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Applicant 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

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 Applicant'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	

1. 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.).
2. Months are counted from the start of the assignment.
 -  Full time input
 -  Part time input

FORM TECH-6

CURRICULUM VITAE (CV) FOR EXPERTS

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

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

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.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment

Membership in Professional Associations and Publications:

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

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

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.

Name of Expert	Signature	Date {day/month/year}
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Name of authorized Representative of the Applicant (the same who signs the Proposal)	Signature	Date {day/month/year}
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Section 5. Financial Proposal Forms

{Notes to Applicant shown in brackets { } provide guidance to the Applicant 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 technical services for Community Empowerment Program "Survey on Awareness against COVID-19 through "Value in Life" Activities Targeting Youth and Socially Vulnerable People" in accordance with your Request for Proposal dated September 5th, 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

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

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

Reimbursable Items					
	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}				
Total of (2)					

Total Costs of (1)+(2)	
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Indirect Local Tax Estimates		
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}	
Total Estimate for Indirect Local Tax (3)		

Section 6. Terms of Reference (TOR)

1. Background

As COVID-19 hit the Arab Republic of Egypt (hereinafter referred to as “Egypt”) in the year of 2020, it had a big impact on reconsidering perception on usual daily habits, hygiene and human interaction. Many Egyptians weren’t aware of proper information of precautionary measures for COVID-19, and they didn’t change neither their habits nor their routines to save their lives from the infection risks. Therefore, it was necessary to implement awareness campaign for the citizens all over Egypt in order to promote their positive daily habits, aiming to decrease the rate of infection and fatal deaths caused by COVID-19.

In 2016, Egypt-Japan Education Partnership was agreed between the President of Arab Republic of Egypt and the Prime Minister of Japan. Under this initiative, the Government of Egypt decided to introduce Japanese-style of Education to public primary schools, so-called Egypt-Japan School (hereinafter referred to as “EJS”). In EJSs, Tokkatsu activities such as holding classroom activities and self-cleaning by students has been implemented. Furthermore, gargling and washing hands activities as self-preventive measures against infectious diseases have also been implemented.

Under pandemic of COVID-19, the Government of Egypt has keen interest on Japanese daily lifestyle, such as notion of cleanness, gargling and washing hands and keeping moderate social distance. They believe this lifestyle and moral behaviors of civils society under a state of emergency in Japan contributes to low infection and fatal rate caused by COVID-19. The head of Central Department for Voluntary and Cultural Activities of the Ministry of Youth and Sports defined the abovementioned Japanese lifestyle and high moral behaviors as “Value in Life” nurtured by Tokkatsu. He requested JICA prevailing gargling and washing hands activities as the entry of “Value in Life” toward Egypt nationwide. He intended to implement a national awareness campaign utilizing their national networks.

In such circumstances, the JICA Community Empowerment Project “Value in Life Activities to Protect People from COVID-19” has been implemented in cooperation with the Egyptian Ministry of Youth and Sports since November 2020. The project has been promoting Japanese style handwashing and gargling, targeting mainly primary school students in 10 selected governorates, and the number of beneficiaries has reached 3750 direct beneficiaries and around 5781 indirect beneficiaries as of July 2021. Under the guidance of Ministry of Youth and Sports, the project has utilized “Youth Centers” in each governorate. These centers act like social hubs providing social services without any charges or very low prices affordable by citizens. The project hired and trained 10 young leaders at Youth Centers in each of the 10 governorates, they took the role as trainers and promoters of the activities towards targeted students. Originally, they were supposed to visit primary schools to promote the activities, but due to the early closure of schools during the pandemic, Youth Centers were used as the venue of the activities. Similar activities were implemented in nurseries in the targeted governorates with simple artistic activities that show simplified protection advice.

With the PR activities through SNS, advertisement and exposures on TV, Radio, newspapers and web news, the project received a significant amount of domestic attentions, and there have been increasing number of volunteers wishing to join the project, and the promotional activities have been successfully carried out inside and outside Youth Centers 100 times, reaching the initial target.

As of July 2021, though the number of the newly confirmed cases of COVID-19 have been gradually decreasing (100+/day), it hasn't yet come to the closure, and the officials say they are expecting the 4th wave starting in October 2021. Based on the request from the Ministry of Youth and Sports, the next program will cover 7 more governorates adding to the existing 9 governorates, and moreover will target not only the primary school students and nurseries, but also socially vulnerable children such as children with disabilities, special needs and orphans at the special institutes. The program will continue working with those existing young leaders and newly hired ones, in cooperation with local NGOs and Youth Centers.

2. Objective(s) of the Assignment

This program is to promote “Value in Life Activities” which is high moral behavior including gargling and washing hands for preventing from COVID-19 to children in local communities through instructions by local youth at Youth Centers, and Public Relation in the Arab Republic of Egypt, and collect and analyze information on outputs, further challenges and lesson-learned for effective and efficient service delivery in emergent circumstances.

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

3.1 Program Locations

The Value in Life Activities shall be implemented in 160 schools surrounding the EJSs, stipulated in the Table 1 below, in 16 governorates (ten schools per each governorate). Besides, 80 nurseries, which include some of the nurseries in five governorates listed Table 2 below. The Technical Cooperation Project “The Project for Quality Improvement of Early Childhood Development (ECD)” by JICA has been implemented in these governorates. Also, the activities shall be implemented in 80 NGOs with children under special conditions (5 NGOs per each governorate).

Table 1 List of EJS

No.	Governorate	Names of EJS
1	Cairo	EJS – Sherouq
2		EJS - Sherouq 2
3		EJS - New Cairo 2
4		EJS – Zahraa Nasr City (New)
5	Alexandria	EJS – Montaza
6		EJS - Borg El Arab
7		EJS - Borg El Arab 2
8	Port Said	EJS - Hay El Arab
9	Suez	EJS – Faisal
10	Qalyubeya	EJS – Obour
11		EJS – Banha (New)
12	Ismailia	EJS – New Ismailia
13	Giza	EJS - Hadaek 6th October City
14		EJS - Industrial Zone 6th October City
15		EJS - Shiekh Zayed
16		EJS – 3 rd District 6 th October City (New)
17	Fayoum	EJS – New Fayoum
18		EJS – Snouras
19	Kafr-El Shiekh	EJS - Biyala

20	Sharqia	EJS – 10 th of Ramadan City
21		EJS – 10 th of Ramadan City2
22		EJS – Kafr Sakr
23		EJS – Zakazik (New)
24	Monofia	EJS – Qwesna
25		EJS – Shebeen El Koom
26	Gharbeya	EJS – Tanta
27		EJS – Shaheed Karim Yehia Refaat Mohamed Shawki, El Mahalla
28		EJS – Samanod
29	Daqahleya	EJS – Tamai El Amdeed
30		EJS – Beni Ebeed
31		EJS – Beni Gamasa
32		EJS – Meet Ghamer
33	Damietta	EJS – New Damietta
34		EJS – Kafr El Bateekh
35	Behera	EJS – Hoosh Eisa
36	Beni Suef	EJS – New Beni Suef

Table 2. List of Nurseries

No.	Governorate	Nursery name
1	Suez	Al Ganayen nursery
2		Tahseen Al Seha nursery
3		Ibrahim El Khalil nursery
4		Ganet El Atfal nursery
5		El Hemaya nursery
6		El Ghad El Gedeed nursery
7		El Tefl El Muslim nursery
8		Zohoor El Mostakbal nursery
9		Zhour al maamal nursery
10		El loulou nursery
11	Port Said	Alnoor w Alamal nursery
12		Om elmoemeneen nursery
13		Ammar nursery
14		Alsayedha Hafsa nursery
15		El Hoda AL-Nabawy nursery
16		Alnasr nursery
17		Talae el badr nursery
18		Aswan nursery

19		Abo Bakr Alsedik nursery
20		Cindrella nursery
21	Ismailia	Rowad Altanmya nursery
22		Alhedaya nursery
23		Algolf nursery
24		Abo bakr elsediq nursery
25		Dar elshefa nursery
26		shabab el tamleek nursery
27		omar Ibn El khatab nursery
28		alnesaiya nursury
29		el tadamon nursery
30		osmasoon nursery
31	Kafr El Shiekh	Al Helal Al Ahmar nursery
32		Al Re-aya Al Dineya nursery
33		El Marwa nursery
34		El Mostkbal nursery
35		Magles El Madina nursery
36		Re-ayet El Taleb nursery
37		El Namozageya El Gedeeda nursery
38		Al Safa nursery
39		Daqlat nursery
40		El Elm wal Eman nursery
41	Qalubiya	asafeer altadamon nursery
42		elshoban almoslemeen nursery
43		Horras el akeda Nursery
44		Elkoloub el rahima nursery
45		panda garden nursery
46		El noor abu el gheet nursery
47		El nour nursery
48		Ganet el atfaal nursery
49		Dar el tofola elsaeeda nursery
50		Gameya tanmeya almogtamaa almahaly

Total: 160 public primary schools, 80 nurseries, 80 NGOs.
Total: 320 sites

In addition, Public Relation activities will be conducted the abovementioned governorates.

3.2 Program Outputs:

Expected outputs of the program is as follows:

- 1) Gargling and washing hands are implemented as habits or daily routine in targeted children, youth and their families' lives.
- 2) Awareness of targeted children and their families to prevent COVID-19 is changed.
- 3) Collection and analysis of information on outputs, further challenges and lesson- learned for effective and efficient service delivery in emergent circumstances.

3.3 Work Items and Program Method

The program should include the following work items, but not limited. The Applicant should perform the following work items without delay, and report the situation of the preparation and the program progress to JICA.

- ✓ Develop a Work plan of the Program
- ✓ Choose target areas and youths in the areas as Local Trainers to instruct the Value in Life Activities
- ✓ Conduct trainings of Local Leaders at the Youth Centers in 7 new governorates to disseminate Value in Life Activities by using the developed guideline
- ✓ Conduct additional trainings of Local Leaders at the Youth Centers in 16 governorates to communicate with children under special conditions.
- ✓ Implement Value in Life Activities at targeted primary schools, nurseries and NGOs by local leaders utilizing easy learning methods such as picture books, songs and dance to pupils and children.
- ✓ Develop Value in Life brochures
- ✓ Distribute Value in Life's brochures to pupils in targeted schools and children at the targeted nurseries to disseminate importance of Value in Life's activities to their family members
- ✓ Implement Public Relation to disseminate Value in Life Activities through mass media and social media to have a big impact to children
- ✓ Assemble "awareness tools(sanitizers and soaps) to distribute at PR events.
- ✓ Develop a Final Report which includes collecting and analyzing information on outputs, further challenges and lesson- learned for effective and efficient service delivery in emergent circumstances

3.4 Expected Deliverable

- ✓ Learning Materials for a primary schools, nurseries and NGOs.
- ✓ Homepages or short movies and games available on the internet
- ✓ Brochures

4. *Subcontract and Outsource*

The following items are allowed to be outsourced to private firms who have abundant experience and knowledge about the work.

- ✓ Implement Public Relation to disseminate Value in Life Activities through mass media and social media to have a big impact on children

In addition to the above activities, JICA may consider to admit other cases if it is thought that

the efficiency, accuracy, quality, etc. of the work will be improved by subcontracting, subcontract the work to a firm, organization, or NGO, etc. that has an experience and knowledge. If there is a task that should be carried out by subcontracting, please propose it in the proposal with a reason.

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

5-1 Team Leader: around 15 years' experience in the titled or similar expertise

5-2 Chief Instructors: more than 7 years' experience in the titled or similar expertise

5-3. PR Personnel: more than 5 years' experience in the titled or similar expertise

6. Reporting Requirements and Time Schedule for Deliverables

6.1 Reporting

The Applicant are required to submit following reports. The size of each report should be A4 size and written in English.

- ✓ The Applicant shall submit one copy of the Work plan and its soft data within one month after commencement of the Contract.
- ✓ The Applicant shall submit one copy the first Interim report and its soft data two months after commencement of the Contract.
- ✓ The Applicant shall submit one copy of the second Interim report and soft data three months after commencement of the Contract.
- ✓ The Applicant shall submit one copy of the Final Report and soft data.

6.2 Project Period

- ✓ The project's period shall not exceed 5 months from the date of signing the contract with the successful Consultant.
- ✓ The works shall be conducted according to the schedule presented in following figure.

Table. Proposed Work Schedule

Month	1st	2nd	3rd	4th	5th
Development of Workplan	■				
Assignment of the local leaders*	■				
Training to local Leaders		■			
Value in Life Activities	■	■	■	■	■
PR Activities		■	■	■	■
Report		▲	▲		●

■ : Project Plan Submission ▲: Interim Report Submission ● : Final Report Submission

*The Project Manager will work temporarily but not full time because of his high expertise and long experience. He or She will bear assembling of the report and securing its quality.

Section 7. Form of Contract

CONTRACT FOR TECHNICAL SERVICES (Time-Based)

Survey Name:
Community Empowerment Program "Survey on Awareness against COVID-19 through
"Value in Life" Activities Targeting Youth and Socially Vulnerable People"

between

Japan International Cooperation Agency Egypt Office
and
[insert: name of the Applicant]

This CONTRACT (hereinafter called the "Contract") is made the *[insert: number]* day of the month of *[month]*, *[year]*, between, on the one hand, *Japan International Cooperation Agency (JICA) Egypt office* (hereinafter called the "First Party") and, on the other hand, *[insert: name of the Applicant]* (hereinafter called the "Second Party").

WHEREAS

- (a) the First Party has requested the Second Party to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Second Party, having represented to the First Party that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Conditions of Contract;
 - (b) Appendices:
 - Appendix A: Terms of Reference
 - Appendix B: Remuneration and Reimbursable Expenses
 - Appendix C: List of Experts
 - Appendix D: Technical ProposalsFor the purpose of interpretation, the priority of the listed documents shall be in accordance with the above listed order.
2. The mutual rights and obligations of the First Party and the Second Party shall be as set forth in the Contract, in particular:
 - (a) The Second Party shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The First Party shall make payments to the Second Party in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Japan International Cooperation Agency (JICA) Egypt Office

Mr. OMURA Yoshifumi
Chief Representative
Japan International Cooperation Agency (JICA) Egypt Office

For and on behalf of *[insert: name of the Second Party]*

[insert: Authorized Representative of the Second Party – name and signature]

Conditions of Contract

A. General Provisions

- 1. Law Governing Contract** The law that applies to the Contract is the law of the Arab Republic of Egypt.
- 2. Language** This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 3. Communications** Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in **Clause 2** above. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified as follows;
A Party may change its address for notice hereunder by giving the other Party any communication of such change.
For the First Party
Address: World Trade Center 6th Floor, 1191 Corniche El Nile St.
Boulak, Cairo, Egypt, P.O. BOX 475 Dokki
Attention: Ms. HebaEl Hosseiny
Telephone: 2 2574 8240/41/42
Facsimile: 2 2574 8243
E-mail: ElHosseiny-Heba@jica.go.jp
For the Second Party
Address: _____

Attention: _____
Telephone: _____
Facsimile: _____
E-mail: _____
- 4. Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the First Party or the Second Party may be taken or executed by the officials specified as follows;
For the First Party: OMURA Yoshifumi, Chief Representative
For the Second Party: *[insert: name, title]*

B. Modification and Termination of Contract

- 5. Entire Agreement** This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 6. Modifications or Variations** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

7. Force Majeure

- 7.1 For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action, confiscation or any other action by Government agencies.
- 7.2 The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure.
- 7.3 A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 7.4 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- 7.5 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 7.6 During the period of their inability to perform the Services as a result of an event of Force Majeure, the Second Party, upon instructions by the First Party, shall either:
- (a) demobilize, in which case the Second Party shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the First Party, in reactivating the Services; or
 - (b) continue with the Services to the extent reasonably possible, in which case the Second Party shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

8. Suspension

The First Party may, by written notice of suspension to the Second Party, suspend all payments to the Second Party hereunder if the Second Party fails to perform any of its obligations under this Contract, including the carrying out of the Services.

9. Termination

This Contract may be terminated by either Party as per provisions set up below:

- 9.1 The First Party may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the First Party shall give at least thirty (30) calendar days’ written notice of termination to the Second Party:
- (a) If the Second Party fails to remedy a failure in the performance of its obligations hereunder;
 - (b) If the Second Party becomes insolvent or bankrupt;
 - (c) If, as the result of Force Majeure, the Second Party is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
 - (d) If the First Party, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

- (e) If the First Party determines that the Second Party has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract.
- 9.2 The Second Party may terminate this Contract, by not less than thirty (30) calendar days' written notice to the First Party, in case of the occurrence of any of the events specified in paragraphs (a) through (b) of this Clause.
 - (a) If the First Party fails to pay any money due to the Second Party pursuant to this Contract within forty-five (45) calendar days after receiving written notice from the Second Party that such payment is overdue.
 - (b) If, as the result of Force Majeure, the Second Party is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- 9.3 Upon termination of this Contract, the First Party shall make the following payments to the Second Party:
 - (a) Remuneration for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination;
 - (b) If the advance payment had already paid to the Second Party, the amount of the advance payment shall be reduced from the amount defined in paragraph (a) above.
 - (c) In the case of the paragraph (b) above, if there is still a balance of the advance payment, the Second Party shall refund the balance to the First Party.

C. Obligations of the Second Party

10. General

- 10.1 The Second Party shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods.
- 10.2 The Expert(s) of the Second Party means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract.

11. Confidentiality

Except with the prior written consent of the First Party, the Second Party shall not at any time, even after the completion of the Services, communicate to any person or entity any confidential information acquired in the course of the Services.

12. Reporting Obligations

The Second Party shall submit to the First Party all of the reports and documents specified in **Appendix A (Terms of Reference)**. Such reports and documents shall become and remain the property of the First Party, including its intellectual property rights, upon delivery thereof.

13. Inspection

- 13.1 The First Party shall inspect the Services (or a part of the Services, in such case), based on the said reports and documents within 10 working days after receiving them.
- 13.2 If the First Party cannot approve any part of the Service, the Second Party shall submit such further information and make such change in the said reports and documents as the First Party may reasonably require.

13.3 Promptly after the approval of the Services (or a part of the Services, in such case) by the First Party, the reports and documents said above shall be delivered to the First Party.

- 14. Liability of the Second Party** The Second Party shall be responsible for, and shall indemnify the First Party from and against any and all claims, losses and damages incurred by the Second Party during or in connection with the Services caused by intentional or negligent act of the Second Party.
- 15. Additional Work** If additional work is required beyond the scope of the Services specified in **Appendix A**, the estimated time-input for the Experts may be increased by agreement in writing between the First Party and the Second Party. In case where payments under this Contract exceed the ceilings set forth in Clause 17, the Parties shall sign a Contract amendment.
- 16. No Replacement of Experts** Except as the First Party may otherwise agree in writing, no changes shall be made in the Experts.

D. Payment to the Second Party

- 17. Ceiling Amount** An estimate of the cost of the Services is set forth in **Appendix B** (Remuneration and Reimbursable Expenses).
Payments under this Contract shall not exceed the ceilings specified below.
The ceiling is: Egyptian Pounds inclusive of local indirect taxes.
Any indirect local taxes chargeable in respect of this Contract for the Services provided by the Second Party shall be paid by the First Party to the Second Party.
The amount of taxes is *[insert: the amount as finalized at the Contract's negotiations on the basis of the estimates provided by the Second Party in Form FIN-2 of the Second Party's Financial Proposal].*
For any payments in excess of the ceilings hereof, an amendment to the Contract shall be signed by the Parties referring to the provision of this Contract that evokes such amendment.
- 18. Remuneration and Reimbursable Expenses**
- 18.1 The First Party shall pay to the Second Party (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services; and (ii) reimbursable expenses that are actually and reasonably incurred by the Second Party in the performance of the Services.
- 18.2 All payments for remuneration shall be at the rates set forth in **Appendix B**. If a part of reimbursable expenses are to be made at agreed rates, such payments shall be at the rate set forth in Appendix B.
- 18.3 The remuneration rates shall cover: (i) such salaries as the Second Party shall have agreed to pay to the Experts as well as factors for social charges and overheads (bonuses or other means of profit-sharing shall not be allowed as an element of overheads), (ii) the cost of backstopping by home office staff not included in the Experts' list in **Appendix C**, and (iii) the Second Party's profit.
- 19. Currency of Payment** Any payment under this Contract shall be made in Egyptian Pounds.
- 20. Mode of Billing and Payment** 20.1 Billings and payments in respect of the Services shall be made as follows:
Partial Payment

The Partial Payment(s) shall be made based on itemized invoices only after each deliverable specified below has been submitted and approved as satisfactory by the First Party. The invoice shall show remuneration and reimbursable expenses separately and accompanied with supporting documents or evidences.

- (a) 1st partial payment shall be made for the Work Plan.
- (b) 2nd partial payment shall be made for the 1st Interim Report.
- (c) 3rd partial payment shall be made for the 2nd Interim Report.

Final Payment

The final payment under this Clause shall be made based on itemized invoices only after the final report has been submitted and approved as satisfactory by the First Party. The invoice shall show remuneration and reimbursable expenses separately and accompanied with supporting documents or evidences.

20.2 All payments under this Contract shall be made to the accounts of the Second Party specified as follows:

[insert: account].

E. Fairness and Good Faith

- 21. Good Faith The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

F. Settlement of Disputes

- 22. Amicable Settlement The Parties shall seek to resolve any dispute amicably by mutual consultation. If either Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause 23 shall apply.
- 23. Dispute Resolution Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably according to the Clause 22 shall be submitted to settlement proceedings under the laws of the First Party's country.

Appendices

Appendix A – Terms of Reference

[This Appendix shall include the final Terms of Reference (TORs) worked out by the First Party and the Second Party during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements; First Party's input, including counterpart personnel assigned by the First Party to work on the Second Party's team; specific tasks that require prior approval by the First Party.]

[Insert: the text based on the Section 6 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-4 in the Second Party's Proposal.]

Appendix B – Remuneration and Reimbursable Expenses

1. Remuneration: Monthly Rates for the Experts:

[Insert: the table with the remuneration rates. The table shall be based on [Form FIN-2] of the Second Party's Proposal and reflect any changes agreed at the Contract negotiations, if any.]

2. Reimbursable Expenses:

[Insert: the table with the reimbursable expenses rates. The table shall be based on [Form FIN-2] of the Second Party's Proposal and reflect any changes agreed at the Contract negotiations, if any.]

All reimbursable expenses shall be reimbursed at actual cost or at the agreed rates, and in no event shall reimbursement be made in excess of the Contract amount.

Appendix C – List of Experts

[Insert: a table based on Form TECH-5 of the Second Party's Technical Proposal and finalized at the Contract's negotiations.]

Appendix D – Technical Proposal

[Attach Technical Proposal submitted by the Second Party.]

AMENDMENT OF CONTRACT

THIS AMENDMENT OF CONTRACT is made and entered into on *[insert: day, month, and year]* by and between Japan International Cooperation Agency (JICA) Egypt Office, having its registered office at World Trade Center 6th floor, 1191 Corniche El Nile St. Boulak, Cairo Egypt (hereinafter referred as “First Party”) and *[insert: name of the Second Party]* with its principal place of business at *[insert: address of the Second Party]* (hereinafter referred as “Second Party”), as amendment of the original contract made on *[insert: day, month, and year of signing of the original Contract]* by and between the First Party and the Second Party (hereinafter referred as “Original Contract”).

WHEREAS, this amendment is made in accordance with Clause ** of the Original Contract;

NOW THEREFORE, the parties hereto hereby agree as follows:

<Example>

1. Clause “5. Reporting Requirements and Time Schedule for Deliverables” of the Appendix A - Terms of Reference of the Original Contract shall be amended as follows;

The word “On or before 21st November 2013” shall be deleted and “On or before 24th January 2014” shall be substituted in lieu thereof.

2. Clause 3.1 of the Appendix A – Terms of Reference of the Original Contract shall be amended as follows;

XX
XX

3. All the other parts of the Original Contract shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment of Contract to be signed in their respective names in duplicate, each party retaining one (1) copy thereof, as of the day and year first above written.

The First Party:

The Second Party:

Mr. OMURA Yoshifumi
Chief Representative
JICA Egypt Office

[Name]
[Title]
[Company Name]