

REQUEST FOR PROPOSALS

Title of Consulting Services:
**“Data collection survey
for NGOs to widen scope of work in
Arab Republic of Egypt”**

Date: 11 October 2021

Japan International Cooperation Agency
Egypt Office

Section 1. Letter of Invitation

Subject: Request for Proposal

Title: Approval of Procurement Method for Data collection survey for NGOs to widen scope of work in the Arab Republic of Egypt

Date: 11 of October 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: Data collection survey for NGOs to widen scope of work in the Arab Republic of Egypt. 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 Consultants

Section 3 - Instruction to Consultants (ITC)

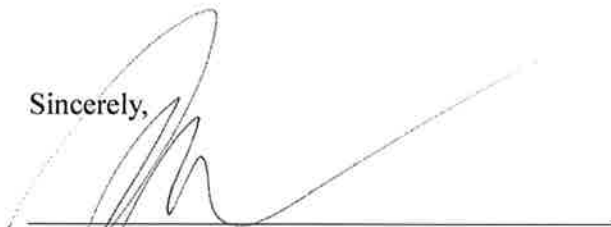
Section 4 - Technical Proposal Forms

Section 5 - Financial Proposal Forms

Section 6 - Terms of Reference (TOR)

Section 7 - Standard Form of Contract (SFC)

Sincerely,



OMURA Yoshifumi
Chief Representative
JICA Egypt Office

Section 2. Summary Sheet of the Instructions to Consultants

1. Name of the assignment	Data collection survey for NGOs to widen scope of work in Arab Republic of Egypt
2. Method of selection	QCBS (Quality and Cost Based Selection)
3. JICA's officer in charge	Ms. Amira Raafat, 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: <u>amira.eg@jica.go.jp</u>
4. Pre-proposal conference	A pre-proposal conference will be held: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Type of contract	Lump-sum Contract
6. Deadline of request for clarification	Date: 21 October 2021 Time: 15:30 (Cairo Local Time)
7. Proposal submission deadline	Date: 3 November 2021 Time: 15:30 (Cairo Local Time)
8. Proposal submission address	same as the above 3. JICA's officer in charge Office opening hour: 8:30-15:30, Sunday-Thursday
9. Expected date for the negotiations	8 November 2021
10. Expected date for the commencement of the Services	11 November 2021

Section 3. 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;
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 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 21 October 2021. 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 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 3 November 2021 at 15:30 CAIRO LOCAL TIME**”
- 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 3 November 2021 at 15:30 CAIRO LOCAL TIME**”
- 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 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 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: Team Leader: 20
- b) Position 2: Expert 1: 10
- 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 initiated 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 2. Summary Sheet of the Instruction to Consultants.**

Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant 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	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 for NGOs to widen scope of work in Arab Republic of Egypt in accordance with your Request for Proposals dated 11 October 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-5: PERSONNEL SCHEDULE

Nº	Name of Expert / Position	Input of the Personnel													Total person-month input
		1	2	3	4	5	6	7	8	9	10	11	12	n	
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**

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
[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:

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 Consultant (the same who signs the Proposal)	Signature	Date {day/month/year}
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Section 5. 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 technical services for Data collection survey for NGOs to widen scope of work in the Arab Republic of Egypt in accordance with your Request for Proposal dated 11th October 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*

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

Non-governmental organization (NGO) is nonprofit entities independent of governmental influence¹. NGOs are organized on community, national and international levels.

NGOs' activities include, but are not limited to, environmental, social, advocacy and human rights work. They can work to promote social or political change on a broad scale or very locally. NGOs play a critical part in developing society, improving communities, and promoting citizen participation.

In Egypt, NGOs have had a rocky relationship with the Egyptian government in the past years, which may leave us vaguely aware of the presence of them, very rarely well informed of what they bring to the country and the role they are playing in community development in different sectors.

In 2020, the COVID-19 pandemic, which is a global health crisis, started in Egypt. In response to safety measures all JICA volunteers, experts and office staff were sent back to Japan. Currently JICA Egypt office is resuming the activities and seeking ways to widen the work scope to tackle new fields. From this came the urge of finding new activities through exploring the NGOs in Egypt, especially after the formulation of the new NGO law last year, which regulates the working role of each NGO and its established structure. We need to know more information about the updated NGO Law, NGO numbers in Egypt, NGO Structure and different carried out activities.

Several bilateral and international donors in Egypt are already cooperating with NGOs to execute their development activities, instead of hiring a technical consultant or experts, as some NGOs are more capable of understanding the local context and development needs of the areas they serve.

As Through the results of this survey, we aim to identify potential capable NGOs that could collaborate with JICA Egypt Office to implement its development agenda. This will lead eventually to strengthening the relationship with Ministry of Social Solidarity (MOSS), which controls the overall operation of all the NGOs in Egypt.

2. Objective(s) of the Assignment

The Data collection survey for NGOs to widen scope of work in the Arab Republic of Egypt collects the general information of NGOs in Egypt.

JICA Egypt office seeks collaborations with NGOs in Egypt to expand the scope of work and increase number of beneficiaries. From this point came the urge to know more about NGO work in Egypt especially after the formulation of new NGO law to regulate the establishment, structure and work regulation for national and international NGOs in Egypt.

In addition, since JICA is supporting the construction and operation of the Grand Egyptian Museum (GEM) in Giza area next to the Pyramids, the potential community development

¹ Although they may receive government funding.

activities and ideas where GEM can positively contribute to local development as well as the active NGOs and development partners in this area or fields of activity. Therefore, a certain level of qualitative research has to be conducted in this area.

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

3.1 Data collection survey Locations

Cairo Governorate, Alexandria Governorate, Hurghada City in Red Sea Governorate and a specific area in GIZA Governorate will be the priorities for survey area.

These are the areas that JICA has been working on several projects for many years, and JICA also has long history of dispatching volunteers to work with many entities on those areas, including NGOs.

Another important factor in the selection of those areas is the security level of those governorates, which has to match with JICA security protocol.

3.2 Data collection Survey outputs

* The Expected outputs of the survey is as follows:

- 1) Know the exact definition of NGOs in Egypt, their role in community development and the regulation that regulates their work structure and services provided.
- 2) Identify potential capable NGOs that could collaborate with JICA Egypt Office to implement its development agenda
- 3) In the area surrounding Grand Egyptian Museum (GEM), we will find out the potential community development activities and ideas where GEM can positively contribute to local development as well as the active NGOs and development partners in this area and their fields of activity which will facilitate the GEM possibility of contribution in this area.

3.3 Work Items and Survey Method

The consultant is requested to achieve 4 scopes of services:

- (1) Provide the overall concept of NGOs in Egypt; a clear understanding of the Egyptian definition of NGO, the legal framework they operate in, and the correct procedures for opening the channels of cooperation with as well as the Government intensions in developing NGOs role to help in community development.
- (2) Provide details surrounding NGOs in Egypt; New NGO law, NGO establishment procedures, Number of NGOs (both local and international) in Egypt in total and their classifications by fields.

Registration requirement and procedure for Japanese NGOs to operate in Egypt and Information on Japanese NGO working in Egypt and their activities.

- (3) Recommend applicable NGOs for the future collaboration with JICA, according to the framework of JICA's activity which includes; Early childhood development, Health, People with disabilities, community development as priority areas. If any gaps in the available data were identified in the targeted areas, he/she would try to fill it by him/herself (only for the targeted areas, and not for the whole of Egypt).
- (4) Provide information on (i) the communities surrounding GEM which is located in Giza Governorate to have better understandings of the nature of NGOs in this area (ii) potential community development activities and ideas where GEM can positively contribute to local development (iii) Active NGOs in this area or fields of activity; and (iv) List of other active development partners and their work in this area or fields

Consultant should check the secondary data available from different sources, and collect the primary data as needs arise.

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

4-1. Team Leader / NGO specialist (1): 10 years of experience in consultancy

4-2. Community Development Specialist (2): 5 years of experience in the said field

5. Reporting Requirements and Time Schedule for Deliverables

At a minimum, list the following:

The report size should be A4 size, and should be written in English

The Consultant should Submit to the Client the Inception Report (1) copy (hard and soft data) by: 25th November 2021

The Consultant should Submit to the Client the Draft Final Report (1) copy (hard and soft data) by: 2nd week of February 2022

The Consultant should Submit three (3) copies of the Final Report, and soft data to the Client by: 28 February 2022