**REQUEST FOR PROPOSALS**

Title of Services:

Senior Coordinator to improve the Early Childhood Education in Egypt

March, 2　2023

# Section 1. Letter of Invitation

**Subject: Request for Proposal**

Reference Number: *SC001-ECD-JICA*

Reference Title: *Recruitment of Senior Coordinator*

Date: March 2,2023

**Attention: Ms.*Sanae ANDO***

**JICA Expert, Project for** Quality Improvement of Early Childhood Development Phase2

**Address:**

**C/O Central Department of Social Care, Ministry of Social Solidarity**

**19-El Maraghi Street, Agouza-Giza, Egypt**

The project for Quality Improvement of Early Childhood Development Phase2 (ECD-JICA phase 2) now invites proposals to provide the following services: Senior Coordinator to improve the Early Childhood Education in 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 Package of Sheets

P-1 Instruction to Service Provider

P-2 Form of Price Quotation

P-3 Form of Service and Curriculum vitae

P-4 Terms of Reference

P-5 Standard Form of Contract (SFC)

Sincerely,

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Tetsuo Kamitani

Chief Advisor

Quality Improvement of Early Childhood Development Phase2

**Section 2. Package of Sheets**

**P-1** 　**Instructions to Service Provider**

|  |  |
| --- | --- |
| 1. **Name of the assignment** | Senior coordinator to improve the Early Childhood Education in Egypt |
| 1. **Method of selection** | QCBS (Quality and Cost Based Selection) |
| 1. **Person in charge** | **Ms.*Sanae ANDO***  Address:**Central Department of Social Care,**  **Ministry of Social Solidarity***,* **19-El Maraghi Street, Agouza-Giza, Egypt**  Telephone: 010-*9987-7031*  E-mail: *sanaeando.ecd@gmail.com* |
| 1. **Pre-proposal conference** | A pre-proposal conference will be held: Yes ☑ No  March 8,2023　at 11:00 @MOSS  On-line connection is also available, but due to communication difficulties, participants through online will not be allowed to speak up during the conference.  Attending the Pre-proposal conference is optional. Those who want to attend it, please send your interest to [sanaeando.ecd@gmail.com](mailto:sanaeando.ecd@gmail.com) |
| 1. **Type of contract**   **(Form of Contract)** | Time-based Contract |
| 1. **Contents of Proposal** | The Proposal shall comprise the documents and forms listed below.   1. Price Quotation 2. Service proposal and Curriculum Vitae |
| 1. **Proposal submission deadline** | **Date:** *March 16, 2023*  **Time:** *16:00 local time* |
| 1. **Proposal submission address** | same as the above **3. Person in charge** |
| 1. **Presentation　＆Interview** | **Date: March** *23-28, 2023*  **Time:** *to be informed.　Only selected candidates are invited.* |
| 1. **Evaluation of Proposals** | Selection Committee including ECD-JICA Phase2 shall evaluate  the Service 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 General experience and competence in the field covered by the TOR by Presentation and interviews: 30  II Adequency of the proposed approach, methodology and work plan in responding to the TOR by the service proposal, presentation and interviews: 40  III Experience and records of the person to be assigned to the work by CV: 30  Total Points for Three Criteria: 100 |
| 1. **Combined Quality and Cost Evaluation** | The total score is calculated by weighting the service 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:  Sf = 100 x 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 Service (T) and Financial (F) Proposals are:  **W1 (T)** =70%, and  **W2 (F)** =30%  Proposals are ranked according to their combined service (St) and financial (Sf) scores using the weights (W1 = the weight given to the Service Proposal; W2 = the weight given to the Financial Proposal; W1 + W2 = 100(%)) as following: S = St x T% + Sf x F%  The Service Provider achieving the highest combined service and financial score will be invited for negotiations. |
| 1. **Expected date for the negotiations** | March30~ |
| 1. **Expected date for the commencement of the Services** | April 2~April 8, 2023  \*To be confirmed |
| 1. **Taxes** | The evaluation of the Price Quotation shall include taxes and duties in *the Republic of Egypt*. |
| 1. **Others** | In case Business trip, trip allowance will be paid directly by the project based on the by-laws of the project.  The contract covers the 2023 Japanese Fiscal Year (by March 2024) and will be renewed each following year by August 2026, based on the same term and the following conditions, if the Senior Coordinator satisfies the ECD-JICA Phase2.    (1) A months before the expiration of the Contract, both parties have a discussion and conclude a contract for the each following year.  (2) Remuneration Rate per month as fixed price for the entire project period (until August 2026). However, unpredictable cases such as staggering increase in the inflation rate may be taken consideration at the time of contract renewal. |

**Section 2. Package of Sheets**

**P-2** **Form of Price Quotation**

{Location, Date}

To: Ms.Sanae Ando

ECD-JICA phase 2/MOSS

Dear Madam:

We, the undersigned, offer to provide the services as senior coordinator to improve the Early Childhood Education in Egypt in accordance with your Request for Quotation dated *[insert: date]*.

The Price offered by this quotation is {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of VAT, Indirect local taxes, Income(Sales) Tax, Social insurance and any other insurance.

\*Transportation for daily commuting and activities in greater Cairo should be shouldered by the Senior Coordinator.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **□Remuneration** | | | | | |
| No. | *Name* | *Position* | *Person-month Remuneration Rate* | *TotalNumber of month* | *Cost(Remuneration Rate ×41months)* |
| 1 |  |  |  | 41 | EGP |
| **Total of Remuneration** | | | | | **EGP** |

Note：See the above 15. Others for the calculation of remuneration rate.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm (if any):

Address:

Contact information (phone and e-mail):

**Section 2. Package of Sheets**

**P-3** **Form of Service and Curriculum Vitae**

1. **Service**

Having the Terms of Reference described below, please come up with the proposed approach, methodology, issues to be considered for the smooth implementation, and work plan.

1. **Curriculum Vitae**

|  |  |
| --- | --- |
| **Position Title** | {e.g., Financial Analyzer} |
| **Name :** | {Insert full name} |
| **Date of Birth:** | {Insert day/month/year} |
| **Country of Citizenship / Residence** | {Insert name of country} |

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

**Work 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/service performed relevant to the Assignment** |
| {e.g., May 2005-present] | {e.g., Ministry of ……, advisor/Service Providor to…  For references: Tel…………/e-mail……;  Mr. Hbbbbb, deputy minister} |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

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

**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-ECD Phase2.

Name Signature Date{day/month/year}

**Section 2. Package of Sheets**

**P-4** **Terms of Reference**

***1. Background***

The project of “Quality Improvement of Early Childhood Development Phase 1” was completed on October 2021, having the followings implemented. (1)Training for nursery facilitators, (2) Development of "Activity Booklets" to introduce and disseminate "learning through play," tailored to children's growth and developmental stages, and (3) Dissemination workshops for parents and community people with the slogan “Eat well, Play well, and Sleep well.

The Ministry of Social Solidarity has finalized the National Quality Standards for Nurseries in 2021 and worked to integrate all the efforts of stakeholders to improve the quality of Early Childhood Development in Egypt (especially childcare services in nurseries).

In order to ensure the above, the Ministry with JICA has moved forward to Phase 2 of the project, which aims to improve access to and quality of childcare with the following outputs.

1. Output1: Human resource development system for nursery facilitators
2. Output2: Monitoring system for nurseries
3. Output3: Awareness raising for positive parenting, Learning through Play, inclusiveness, and others related to ECD

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

Promote the implementation of ECD-JICA phase2 projects taking consideration the policy and administrative management on ECD of Ministry of Social Solidarity (MOSS) together with Chief Advisor of the project.

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

See the entire scope of the TOR for the services with

* + TOR of Project Management Unit,
  + Implementation Structure. (Attachment 1.2.3)

The contract covers the 2023 Japanese Fiscal Year (by March 2024) and will be renewed each following year (by August 2026) basically on the same term if ECD-JICA phase2 satisfies the performance.

A months before the expiration of the Contract, both parties have a discussion and conclude the specific TOR and reporting requirement in the contract for the each following year.

|  |  |
| --- | --- |
| 1st year | April 2023～March 2024(12 months) |
| 2nd year | April 2024～March 2025(12 months) |
| 3rd year | April2025～March 2026(12 months) |
| 4th year | April2026～August2026(5 months) |

***TOTAL 41 months***

***Expected TOR for the 1st year contract***

【Baseline survey and its follow up】

1 To examine the contents and timeline of the baseline survey in line with the indicators stipulated in Project Design Matrix(PDM) and Quality Standards, and promote its smooth implementation during June to August.

2 To compile the survey results and develop and implement the follow-up plan during September to March.

(Expected Deliverables:　Report of baseline survey with draft follow-up plan)

3 To review the indicators and verification methods stipulated in PDM and suggest its revision, if any.

【Output 1 Human Resource Development】

1 To facilitate the discussion among technical committee on the human resource development plan which assure the consistency of the administrative management kit, the training materials used during Phase 1, the curriculum which the Discovery has been preparing, and the activity booklet developed by the Phase 1.

(Expected Deliverables: the draft paper of the human resource development plan)

2 To compile the final draft National Curriculum for age 0 to 24 months based on the activity booklet of Phase 1 with technical committee members and obtain its endorsement from MoSS.

3 To integrate the Activity booklet for 2 to 4 year of Phase 1 to the training materials for leaning through play with technical committee members and obtain its endorsement from MoSS.

(Expected Deliverables: the final draft National Curriculum for age 0-24 months and training materials for learning through Play)

4 To coordinate with relevant stakeholders such as Universities (Early Childhood Education Departments), UNICEF and etc, for the pilot implementation of the above draft plan.

(Expected Deliverables: Hosting Coordination meeting in May 2023 and its report making)

5 To promote the pilot implementation of the plan, particularly focusing on the training for nursery managers and facilitators after carrying out the training of trainers in each target governorate.

(Expected Deliverables: Mid-term report on the activities based on the Huma Resource development plan)

【Output 2 Monitoring and Evaluation】

1 To analyze the current state of administrative systems and capacities of central department for Woman and Children affairs and other related local governmental entities, which contributes to the improvement of childcare services in nurseries based on the basic information gathered during February to May 2023 and continuous dialogue with the personnel of MOSS.

(The results of the analysis are expected to serve as the basis for designing a feasible M&E done by administrative officers.)

2 To identify issues in the current monitoring systems and prepare a report for it with suggestions for further improvement, having the analysis mentioned above.

(Expected Deliverables: Analysis report)

3 To develop Standard Operation Procedures (SOP) with the technical committee, then test it in the target governorates.

(Expected Deliverables: Tested SOP)

【Output 3 Face-to-face awareness activities】

1 To promote the trial implementation of awareness-raising package which JICA expert on ECD designed during May to July.

2 To plan and coordinate the awareness campaigns in 9 governorates.

3To come up with the awareness package on inclusive childcare in thorough coordination with MoSS.

(Expected Deliverables: Proposal on awareness-making package on inclusive childcare)

As for the specific TOR during 1st year, it is expected to develop activities mentioned above in the target governorates so that to identify areas for further enhancement in content development and evaluation methods, leading to the final phase, the preparation of standard operating procedures (SOPs). The details of the TOR and expected deliverables for and after the 1st year will be discussed during the 1st year of the contract.

***4. Qualification Requirements for the Senior Coordinator***

* An Advanced University Degree in education, public administration/health, nutrition, economics, psychology, sociology, human development, child development, family studies or other social science field is required.
* Not less than 10 years’ experience in coordination/management of development projects, preferably 6-8 years’ experience of early childhood education and care, social planning and management, rural development, and community-based inclusive education for children with disabilities or other related areas.
* Very good acquaintance with working environment as well as rules and regulations of Egyptian Ministries, especially Ministry of Social Solidarity, related to the above-mentioned fields.
* Experience managing stake holders at district level, e.g. schools/nurseries, communities, local government, etc.
* An excellent command of both spoken and written English and Arabic, including report writing and computer skills, especially MS Word and Excel.
* Egyptian nationality.
* Must be able to tolerate frequent travel in rural areas without restrictions.
* Excellent communication (\*frequent communication with female facilitators is expected), negotiation and presentation skills and demonstrate abilities to speak with academics and leaderships on an equal footing
* Must be able to understand the differences between Japanese and Egyptian cultures, communication and negotiation manners, and business practices, and be able to coordinate while respecting both sides.

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

【Baseline survey and its follow up】

(Expected Deliverables:Report of baseline survey with draft follow-up plan)

Format: WORD file. Date of Submission: December 5, 2023

Contents: to be discussed at the commencement of his/her work

Number of copies: 4 copies

Requirements to electronic submission: PDF by email

【Output 1 Human Resource Development】

(Expected Deliverables: the draft paper of the human resource development plan)

Format: WORD file. Date of Submission: August 30, 2023

Contents: to be discussed at the commencement of his/her work

Number of copies: 4 copies

Requirements to electronic submission: PDF by email

(Expected Deliverables: the final draft National Curriculum for age 0-24 months and training materials for learning through Play)

Format: WORD file. Date of Submission: August 30, 2023

Contents: to be discussed at the commencement of his/her work

Number of copies: 4 copies

Requirements to electronic submission: PDF by email

(Expected Deliverables: Hosting Coordination meeting in August 2023 and its report making)

Format: WORD file. Date of Submission: September 30, 2023

Contents: to be discussed at the commencement of his/her work

Number of copies: 4 copies

Requirements to electronic submission: PDF by email

(Expected Deliverables: Mid-term report on the activities based on the Huma Resource development plan)

Format: WORD file. Date of Submission: March 15, 2024

Contents: to be discussed at the commencement of his/her work

Number of copies: 4 copies

Requirements to electronic submission: PDF by email

【Output 2 Monitoring and Evaluation】

(Expected Deliverables: Analysis report)

Format: WORD file. Date of Submission: March 15, 2024

Contents: to be discussed at the commencement of his/her work

Number of copies: 4 copies

Requirements to electronic submission: PDF by email

(Expected Deliverables: Tested SOP)

Format: WORD file. Date of Submission: March 15, 2024

Contents: to be discussed at the commencement of his/her work

Number of copies: 4 copies

Requirements to electronic submission: PDF by email

【Output 3 Face-to-face awareness activities】

(Expected Deliverables: Proposal on awareness-making package on inclusive childcare)

Format: WORD file. Date of Submission: October 30, 2023

Contents: to be discussed at the commencement of his/her work

Number of copies: 4 copies

Requirements to electronic submission: PDF by email

***6.*** ECD-JICA Phase2 ***’s Input and Counterpart Personnel***

*(a) Services, facilities and property to be made available to the Service Provider by* ECD-JICA phase2*:*

- Office space with basic office equipment and supplies

- Rent car for business trip (Note: transportation for daily commuting and activities in greater Cairo should be shouldered by the Senior Coordinator)

- Paper and other consumables for daily use (Note: Those reports mentioned in 5 should be prepared by the Senior Coordinator.)

*(b) Professional and support counterpart personnel to be assigned by JICA to the Service Provider’s team:*

Supervision by Tetsuo Kamitani,Chief Advisor of the project

Technical advice by Sanae Ando, JICA Expert on ECD

Local staff members of Phase 2

***7. Contract Period***

April 8 to March 31, 2024　（To be confirmed）