# Terms of Reference

**Background**

Through its regional programme, **Women’s Leadership, Empowerment, Access & Protection in Crisis Response (LEAP),** UN Women is working to support sustainable solutions for women refugees, displaced, and host community nationals where viable. The project presented here builds on and continues this work, which has been generously supported by the Government of Japan since 2014.

The programme works at the country level to provide immediate and essential services to those affected. In responding to women’s immediate needs, the project enhances women’s participation in economic/livelihood activities through employment creation- including supporting access to financial services and direct cash while ensuring quality protection services are in place.

**Intended Results of the Programmes**

* **Outcome 1**: Policies, plans and aid assistance developed and mobilized in response to the Syria crisis have defined targets, financing and implementation arrangements that are gender- responsive and promote accountability for performance on women’s rights and gender equality.
* **Outcome 2**: Women (refugee, displaced and host country nationals) contribute to, and benefit from, economic empowerment in ways that build their resilience and make it possible for them to attain more equitable relationships, free from violence.

**Immediate objective of this assignment**

1. To capacitate 102 women refugees and host community nationals (with a ratio of 70% refugees and 30% nationals) with skills through specialized vocational training sessions with the objective of using these skills for income generating opportunities.

Vocations/Training Sessions include:

A. Amigurumi Training includes: Amigurumi Advanced Training for beginners, Basic Amigurumi, hand sewing and toy stitching with recycled materials

B. Career guidance training.

50% of the recipients of the training should be linked to actual market opportunities across the different sectors.

1. To capacitate 8 Community Based Organization (CBOs) on employability skills and market linkage for refugees and host community nationals. This activity includes conducting gaps and needs assessment by the selected company prior to the training to identify the specific needs and challenges for the CBOs to be included and addressed within the training. Moreover, the selected company will be responsible for monitoring the impact of this intervention and the change employability rates for each CBO since receiving the training until March 2022 then report on it to UN Women by March 2022.
2. Enhance the social cohesion within various host communities in Greater Cairo through conducting a cooking competition for 18 women that are refugees and host community nationals and through this activity, women will get to blend with different nationalities and cultures. The company selected will be responsible for documenting this activity in a professional filmed 3 episode that will later be handed to UN Women by the end of this assignment.

**Applicable to all deliverables below:**

* Interested Partners are requested to include in their technical proposals, in addition to the business-as-usual implementation plan, a contingency COVID-19 response plan for all the below trainings while taking all the safety measures into consideration.
* Locations of training should be women friendly spaces (WFS) and community centers where refugees have access to, in Cairo and Alexandria (3:1).
* All content and printing material created through this project is considered knowledge material of the project and is owned by UN Women, including the cooking competition visual material.
* All logistics, printing, material development and facilitation are the responsibility of the company.
* All the logistics and costs of filming the cooking competition is the responsibility of the company.
* Mobilization of beneficiaries should be done through NGOs on ground, as well as advertising. However, UN Women will be responsible for providing the list of CBOs that will be included in the mentioned activities.
* Protection against sexual exploitation and abuse (PSEA) policy is mandatory to be applied for the selected implementing partner and all the programme beneficiaries
* The ILO Decent Work Standards must be applied for any job opportunities/internships to be offered within the programme.

**Deliverables:**

**Deliverable (A):**

Submit workplan for the whole assignment including training manuals for the training programme and the outline & director’s treatment for the social cohesion intervention

**Component One: Vocational Training and Career Guidance**

**Deliverable 1.1 Advanced Amigurumi for Beginners**

* + **Target Group:** 15 refugee and Egyptian women in host communities in Greater Cairo
  + **Purpose of the training:** This training targets women who do not have crochet background. The training should take the beneficiaries from the introductory level up to the advanced level of Amigurumi Training.
  + **Duration of each training workshop:** 14 sessions/each workshop
  + **Number of beneficiaries per workshop:** 1 group - 15 beneficiary/ group
  + **Employability/Market Linkage Ratio:** Minimum 50%
  + Participants should receive a certificate by end of training.

**Deliverable 1.2 Basics of Amigurumi, hand sewing with recycled material and toy stitching**

* + **Target Group:** 12 refugee and Egyptian women in host communities in Greater Cairo
  + **Purpose of the training:** In addition to the introduction to basic Amigurumi to learn the overall product steps, women should learn how to do hand sewing and toy stitching with different materials of recycled fabrics.
  + **Duration of each training workshop:** 15 sessions
  + **Number of beneficiaries per workshop in Greater Cairo:** 1 groups – 12 beneficiary/group
  + **Employability/Market Linkage Ratio:** Minimum 50%
  + Participants should receive a certificate by end of training.

**Deliverable 1.3 Career Guidance Training**

* + **Target Group:** 75 refugee and Egyptian women in host communities in Greater Cairo
  + **Purpose of the training:** The career guidance training program is designed to help the beneficiaries with the required skills to overcome the potential challenges while joining workforce. It also helps them to balance between their homes and work to generate sustainable income through developing their time management skills, problem solving and stress management skills.
  + **Duration of each training workshop:** 14 sessions
  + **Number of beneficiaries per workshop:** 5 groups – 15 beneficiary/ each group
  + **Employability/Market Linkage Ratio:** Minimum 50%
  + Participants should receive a certificate by end of training.

**Component Two: Capacity Building of Community Based Organizations (CBOs)**

**Deliverable 2 Capacity Building of CBOs on employability and market linkages for refugee women and host community nationals**

* + **Target Group:** 8 community based organizations in Greater Cairo and Alexandria
  + **Purpose of the training**: This training aims at building the capacity of CBOs on providing the required employability skills and career guidance to their existing beneficiaries in addition to how to create proper market linkage for these beneficiaries to ensure that they would be placed for long-term and sustainable decent employment opportunities. The selected company will be required, prior to this training, to conduct an assessment to identify the gaps and needs in the regards to employability and market linkages for the CBOs in Cairo and Alexandria. Moreover, the selected company will be required to measure the impact of this intervention and monitor the change in the employment rates per each CBO and report to UN Women by mid March 2022. UN Women will be providing the list of CBOs that will be included in this activity to the selected company.
  + **Duration of each training workshop:** 5 sessions
  + **Number of beneficiaries per workshop:** 2 groups – one in Cairo and one in Alexandria
  + Participants should receive a certificate by end of training.

**Component three: Social Cohesion for Refugee women and host community nationals through engaging Community Based Organizations (CBOs)**

**Deliverable 3 Cooking for Social Cohesion**

* + **Target Group:** 18 refugee and Egyptian women in host communities in Greater Cairo
  + **Purpose of the training:** This activity aims at enhancing social cohesion between refugee women and host community nationals through a cooking competition where women will be split into blended teams to compete and eventually one team will win. Moreover, this competition will be filmed into 3 episodes that captures the full cooking competition experience. This cooking competition will be implemented in collaboration with selected Community Based Organizations (CBOs) to capitalize on their outreach and ensure that the impact of this intervention goes within various host communities. In this components, companies are requested to submit the following in their proposal:
* Detailed explanation on the design of the cooking competition including the selection criteria of the beneficiaries, the evaluation criteria of the teams competing, the location where the competition will take place, the duration of the competition and any other required details in the design. The competition design has to ensure proper engagement of the CBOs that will be selected by UN Women throughout the whole process.
* Draft director’s treatment on the filming of the cooking competition is required
  + **Number of beneficiaries per workshop:** 1 group – 18 beneficiary/ group

1. **DELIVERABLE SCHEDULE**

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|  | **Deliverables** | **Payment Amount** | **Timeframe** |
| A | **Deliverable A:**  Submit workplan for the whole assignment including training manuals for the training programme and the outline & director’s treatment for the social cohesion intervention | 10% | November 2021 |
| **Component 1: Vocational Training and Career Guidance** | | | |
| 1.1 | **Deliverable 1.1:** | 5% | Last week of November 2021 |
| 1 workshop (15 beneficiary/ workshop) of Amigurumi Training for Beginners in Greater Cairo |
| 1.2 | **Deliverable 1.2:** | 5% | Mid December 2021 |
| 1 workshop (12 beneficiary/ workshop) of Basics of Amigurumi, hand sewing with recycled material and toy stitching training in Greater Cairo |
| 1.3 | **Deliverable 1.3:**  5 workshops (15 beneficiary/workshop) of career guidance training in Greater Cairo | 25% | Last week of November 2021 – Second week of February 2022 |
| **Component 2: Capacity Building of Community Based Organizations (CBOs)** | | | |
| 2 | **Deliverable 2:** | 25% | First week of January 2022 – First week of March 2022 |
| 2 workshops (5 CBOs each) of employability and market linkage skills in Greater Cairo and Alexandria including gaps and needs assessment, M&E and reporting. |
| **Component 3: Social Cohesion for Refugee women and host community nationals through engaging Community Based Organizations (CBOs)** | | | |
| 3 | **Deliverable 3:** | 30% | First week of January 2022 – First week of March 2022 |
| Conduct cooking competition for 18 beneficiaries in Greater Cairo including the shooting of the 3 episodes to document the whole experience. |
| **Total**  Total | | 100% |  |